

**CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING**

5:30 PM, WEDNESDAY, AUGUST 26, 2026
SOUTH LANSING LIBRARY
3500 SOUTH CEDAR STREET, LANSING, MICHIGAN 48910
517-367-6300

Mission Statement:

Empowering our diverse communities to learn, imagine and connect.

AGENDA

CALL TO ORDER

ROLL CALL

COMMUNICATIONS

APPROVAL OF AGENDA (action)

PUBLIC COMMENTS ON AGENDA ITEMS

CONSENT AGENDA (action)

- a. [Approval of Minutes July 22, 2026](#) (enc – action)
- b. [Disbursements for July 2026](#) (enc – action)

CHAIRPERSON'S COMMENTS

NEW BUSINESS

General

- a. [Aurelius Township Agreement](#) (enc – action)
- b. Legislative Update
- c. Community Contacts

Finance

- a. [July 2026 Financial Report](#) (enc – action)
- b. [L-4029 Approval](#) (enc – action)
- c. [Local History Center Tenant Lease Termination](#) (enc - action)
- d. [Local History Grant Application](#) (enc – action)

DIRECTOR'S REPORT

POLICIES – No Changes, for review only (enc)

- a. [SER 101 Materials Selection](#)
- b. [SER 102 Circulation Policy](#)
- c. [SER 106 Arrangement of Materials](#)
- d. [SER 110 CADL Cares](#)

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS



Capital Area
District Libraries
cadl.org

ADJOURNMENT

CAPITAL AREA DISTRICT LIBRARIES
BOARD MEETING
JULY 22, 2026

Members Present: Brian Baer, Debora Bloomquist, Sandy Drake, Quinn O'Donnell, Ashley Smith, Julie Vandenboom

Members Absent: Mark Stewart

Staff Present: Katelyn Whiteman, Jenny Marr, Jolee Hamlin, Sheryl Knox, Julie Laxton, Miriam Mattison, Victoria Meadows, Michael Moore, Thais Rousseau, Julie Chrisinke, Jeff Antaya

Others Present: Lindsay Dangl

CALL TO ORDER

The Chairperson called the meeting to order at 5:30 p.m.

ROLL CALL

Baer – Present

Bloomquist – Present

Drake – Present

O'Donnell – Present

Smith – Present

Stewart – Absent with notice

Vandenboom – Present

Brian Baer made a motion to excuse Mark Stewart from the July 22, 2026, Board Meeting. Ashley Smith seconded the motion. The motion carried.

COMMUNICATIONS

Executive Director Jenny Marr received her third FOIA request from an outside data collection agency regarding vendors. CADL has no records that pertain to their request since those are not vendors that CADL uses. She said the requests were sent to a board member's email instead of using the listed FOIA procedure. She requested if any other board members receive these types of requests to forward them to her.

ED Marr received a FOIA request from a Mason resident asking for information regarding documents sent to CADL which asked for support to data centers. She filled the FOIA request.

ED Marr also has received communications from patrons asking questions about what Brownfields are and how they affect tax captures, since language about Brownfields is on the millage ballot. She has replied to these requests and provided the CADL Head Librarians with the information as well. Briefly, a Brownfield Redevelopment Authority tax capture does not capture current taxes. It captures potential future growth for a set period of time and is determined by the municipalities through public hearings.

APPROVAL OF AGENDA

Ashley Smith made a motion to add the MOU from the Michigan Department of Education to the agenda under General as item E. Julie Vandenoorn seconded the motion. The motion carried.

Brian Baer made a motion to approve the agenda as amended. Ashley Smith seconded the motion. The motion carried.

PUBLIC COMMENTS ON AGENDA ITEMS

There were no public comments on agenda items.

CONSENT AGENDA

Ashley Smith made a motion to approve the consent agenda. Debora Bloomquist seconded the motion. The motion carried.

- a. Approval of Minutes July 7, 2026
This item was approved by consent.
- b. Disbursements for June 2026
This item was approved by consent.

CHAIRPERSON'S COMMENTS

Quinn O'Donnell thanked everyone for coming to the Local History Center for the meeting. She said she loves when the Library Branch Heads can attend meetings, and that she was glad to see everyone.

PRESENTATION

Raising Reader Backpacks – Thais Rousseau

- Collections Development Director Thais Rousseau gave an overview of the project she, Kate N., Youth Services Specialist, and Marisela G., Youth Collections Development Specialist, have been working on the past few months.
- Raising Readers Backpack Collection
 - They were awarded 2 grants in early April totaling \$3,000. There are currently 18 kits circulating since late June.
 - Themed kits include books, music, and other materials for families to learn together and have fun while supporting the 5 early literacy practices; read, write, talk, sing and play.
 - There are 20 kits in total with 11 different themes covering a wide range of abilities, backgrounds, and languages. Topics include refugees, bilingual, immigrants, neurodiversity, deaf culture/hearing loss, and many others.
- CDD Rousseau presented 3 different backpacks to the Board to show what is available in the kits.

Debora Bloomquist and Quinn O'Donnell both shared positive comments and think this is a great project the library is providing.

NEW BUSINESS

General

a. Aurelius Agreement Subcommittee Report

Chair O'Donnell clarified that this is a report from the Subcommittee only, and that if any action is taken then the agenda will need to be amended. Debora Bloomquist presented the Aurelius Agreement Subcommittee Report. She informed the Board that the Subcommittee members, Mark Stewart, Sandy Drake and herself, met with Aurelius Township Board members Gordon Waltz and Gary Malcangi on Monday July 20, 2026. The attached Addendum A was provided by Aurelius Township. A discussion was held on each of the points of the Addendum. Board members expressed both questions and concerns on various points. Staff were invited to comment. ED Marr, AD Hamlin, and FD Mattison all spoke about practical concerns for CADL staff and library operations, as well as questioned how the electrical split was calculated. Quinn O'Donnell conveyed no contention with several points on this addendum but that with certain items, such as the electricity, CADL will need more clarity before moving forward. Legal Counsel Lindsay Dangel stated her willingness to document the discussion and provide the subcommittee with all suggested edits. Quinn O'Donnell emphasized the importance of including staff in the next meeting with Aurelius Township, specifically ED Marr and AD Hamlin. She reflected that other staff members could provide all pertinent information to those two. A brief discussion was held before this topic was closed.

b. TLN Board Discussion

Executive Director Jenny Marr presented the TLN Board Discussion.

ED Marr provided an overview of the topic. TLN is holding a vote to elect a new member to their Board. CADL gets one vote, as well as the option of submitting a candidate to be up for the election. A discussion was held in which Board members asked questions and discussed ideas for creating a process for their vote as well as a process for nominating a candidate to be on the TLN Board. This topic will be discussed further in the future to come up with a procedure.

c. Legislative Update

The State budget was approved. A one-time increase was made to State Aid, along with one-time support to the Michigan eLibrary (MEL).

d. Community Contacts

Sandy Drake attended Friends of the Library meetings at Mason and Aurelius.

Ashley Smith attended the Lansing Pride Festival and stopped at CADL's booth. She also attended the Lansing Township and Delhi-Charter Township meetings for annual reports. Community member Kirby Preuss, from Preuss' Pets, also told Ashley how grateful she was to CADL for the programs they do involving animals and how much she enjoys them.

Quinn O'Donnell also attended the Pride Festival and stated how glad she was that CADL had a presence there. She also attended the Aurelius Township Board of Trustees meeting.

Debora Bloomquist attended Vevay Township, Delhi-Charter Township, and City of Leslie annual reports. She also attended the Aurelius Township Board of Trustees meeting.

Brian Baer attended the City of Leslie and Stockbridge Township annual reports.

e. MOU from the Michigan Department of Education

ED Marr presented the MOU from the Michigan Department of Education.

She offered a recap about the MI Digitization Hubs, which had been discussed at previous meetings. ED Marr went over the MOU with Board members. Legal Counsel Lindsay Dangel provided comments. ED Marr stated that LHC Librarian Heidi Butler and her staff would like to have access to this equipment. They have older equipment that may need to be replaced in the near future. This new equipment would prevent extra costs for CADL.

Ashley Smith made a motion to accept the MOU from the Michigan Department of Education. Julie Vandenboom seconded the motion. The motion carried.

Finance

a. June 2026 Financial Report

Finance Director Miriam Mattison presented the June 2026 Financial Report.

Debora Bloomquist made a motion to accept as presented. Ashley Smith seconded the motion. The motion carried.

b. Quarterly Budget Adjustments

FD Mattison presented Quarterly Budget Adjustments.

She briefly discussed the LSTA Grant as well as the sponsorship from Michigan State University Federal Credit Union.

Brian Baer made a motion to accept as presented. Ashley Smith seconded the motion. The motion carried.

c. Slice of Literacy Grant Application

ED Marr presented the Slice of Literacy Grant Application.

Assistant Director Jolee Hamlin discovered this grant and would like to use the money for promoting literacy at specific locations in the community and offering parent education. Promotional pieces with information on foundational early childhood literacy practices would be created and disseminated.

Julie Vandenboom made a motion to approve the grant application. Brian Baer seconded the motion. The motion carried.

DIRECTOR'S REPORT

- The full annual report is on cadl.org

- The municipality annual report schedule has been updated. ED Marr provided a printed copy for Board members to review and sign-up.
- The One Grand Read Committee has been meeting; the artwork was approved today. CADL staff has worked with the East Lansing Library and Michigan State University. The One Grand Read website has been updated as things progress.
- CADL staff has been meeting to discuss and plan CADL Con which is on November 11, 2026. As the date gets closer, ED Marr will provide the full schedule to the Board.
- The Millage is on August 4, 2026. Library staff has distributing factual information in the community about the millage. ED Marr has been going to local Farmers Markets and participated with other CADL staff in the City of Lansing's 4th of July parade.
- CADL staff is continuing to gather feedback from the Friends of the Libraries groups regarding the MOU.
- Summer Reading is going strong. Wrap up parties will be held at various branches in the first week of August including Dansville, Okemos, Foster, and Aurelius.
- The HVAC work is completed at the Local History Center. They also received a donation of flat file cabinets from a local business, DLZ. The operations team transported cabinets and installed them at the LHC.
- Technology Director Sheryl Knox has been organizing cyber security preparedness exercises, going to be something to work on in the next few months, and she hopes to have a presentation on the topic at CADL Con.
- On Tuesday, July 21, CADL offered supervisory staff training on neurodiversity in the workplace from a HR Director at a library in Colorado. ED Marr stated she found it very informative and that it was a good presentation.
- ED Marr informed the Board she will not be able to attend the August Board meeting as she will be out of state, and AD Hamlin will fill in for her at the meeting.

POLICIES – No changes, for review only

- GOV 211 Non-District Municipality
- GOV 251 Aurelius Township Agreement
- GOV 252 Ingham Township Agreement
- GOV 253 Leroy Township Agreement
- GOV 254 City of Mason Agreement
- GOV 255 Foster – City of Lansing Agreement
- GOV 256 South Lansing – City of Lansing Agreement
- GOV 257 City of Williamston Agreement
- GOV 258 Meridian Charter Township Agreement
- GOV 259 Delhi Charter Township
- GOV 260 City of Leslie Agreement
- GOV 261 Stockbridge Township

PUBLIC, STAFF, AND BOARD MEMBER COMMENTS

There were no comments from the public, staff, and Board Members.

ADJOURNMENT

Ashley Smith made a motion to adjourn the meeting. Julie Vandenboom seconded the motion. The motion carried. The meeting adjourned at 7:18p.m.

CHECK REGISTER FOR CAPITAL AREA DISTRICT LIBRARIES
CHECK DATE 07/01/2026 - 07/31/2026

Check Date	Check	Vendor Name	Description	Amount
Bank MAIN MAIN CASH				
Check Type: EFT Transfer MAIN				
07/02/2026	5191(E)	ACRISURE CYBER SERVICES, L	7/2026 TEAMS VOICE SUPPORT	399.00
07/02/2026	5192(E)	ACRISURE/44 NORTH	MEDICAL CLAIMS	5,007.99
07/02/2026	5193-94(E)	AMAZON	*See next page	1,563.05
07/02/2026	5195(E)	BOLING JANITORIAL SERVICE II	6/2026 CLEANING SVCS	14,990.11
07/02/2026	5196(E)	CHRISTIE NIKOLOFF	MILEAGE 3/3-5/28/26	61.24
07/02/2026	5197(E)	DTE ENERGY	117 5/7-6/4/26	190.91
07/02/2026	5198-5214(E)	INGRAM LIBRARY SERVICES	BOOKS	13,833.70
07/02/2026	5215(E)	JACALYN MCDONALD	MILEAGE 1/21-6/16/26	25.38
07/02/2026	5216(E)	JULIE LAXTON	MILEAGE 5/4-6/23/26	405.06
07/02/2026	5217(E)	LAGARDA SECURITY	SECURITY SVCS W/E 6/28/26	4,003.70
07/02/2026	5218(E)	MICHIGAN FLEET FUELING SOL	VEHICLE FUEL 6/16-6/30/26	1,091.83
07/02/2026	5219(E)	MIDWEST COMMUNICATIONS	6/2026 PEOPLE-BASED & DIGITAL CAMPAIG	2,850.00
07/02/2026	5220(E)	MIDWEST TAPE	MUSIC, DVD, 6.2026 DIGITAL CONTENT	47,118.80
07/02/2026	5221(E)	MIRANDA, ELISHA	MILEAGE 4/8-5/14/26	110.64
07/02/2026	5222(E)	MISSION SQUARE	6/2026 RETIREMENT CONTRIBUTIONS	3,346.48
07/02/2026	5223(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	1,256.69
07/02/2026	5224(E)	TASC	BENEFITS FUNDING	608.25
07/02/2026	5225(E)	CONSUMERS ENERGY	2175 130 5/11-6/9/26	61.72
07/02/2026	5226(E)	CONSUMERS ENERGY	2175 140 5/11-6/9/26	71.75
07/02/2026	5227(E)	CONSUMERS ENERGY	2175 150 5/11-6/9/26	307.69
07/02/2026	5228(E)	CONSUMERS ENERGY	2175 160 5/11-6/9/26	42.47
07/02/2026	5229(E)	CONSUMERS ENERGY	2175 170 5/11-6/9/26	157.38
07/02/2026	5230(E)	CONSUMERS ENERGY	2175 180 5/11-6/9/26	85.55
07/09/2026	5231(E)	ACRISURE CYBER SERVICES, L	7.2026 PHONES	1,221.00
07/09/2026	5232(E)	ALLEGRA MARKETING PRINT M	DIGITAL SERVICES BROCHURE	1,363.85
07/09/2026	5233-34(E)	AMAZON	*See next page	2,548.00
07/09/2026	5235(E)	BAYSCAN TECHNOLOGIES	RFID TAGS	4,446.00
07/09/2026	5236(E)	BLACKSTONE PUBLISHING INC	AUDIOBOOKS	598.48
07/09/2026	5237(E)	CENGAGE LEARNING INC/GALE	BOOKS	728.80
07/09/2026	5238(E)	DELTA DENTAL PLAN OF MICH	7/2026 DENTAL PREMIUM, A PINE PREM 5/2	241.87
07/09/2026	5239-52(E)	INGRAM LIBRARY SERVICES	BOOKS	9,569.78
07/09/2026	5253(E)	KANOPY INC	6.2026 PLAY CREDITS	2,432.70
07/09/2026	5254(E)	LAGARDA SECURITY	SECURITY SVCS W/E 7/5/26	2,766.42
07/09/2026	5255(E)	MARTIN, MECCA	MEIJER RECEIPT - CHALK THE WALK	21.07
07/09/2026	5256(E)	MERS	6.2026 RETIREMENT CONTRIBUTIONS	96,054.41
07/09/2026	5257(E)	MIDWEST TAPE	DVD, MUSIC	2,312.22
07/09/2026	5258(E)	OVERDRIVE INC	CONTENT PURCHASE	30,000.00
07/09/2026	5259(E)	PHARMACY DATA MANAGEMEN	PRESCRIPTION CLAIMS 6/16-6/30/26	5,659.42
07/09/2026	5260(E)	RAMP BUSINESS CORPORATIO	2026 DL TRANE BI-ANNUAL SERVICE BLANI	1,362.00
07/09/2026	5261(E)	SPRINGSHARE LLC	04/26-06/26 PATRON VERIFICATION SVCS	333.60
07/09/2026	5262(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	561.09
07/09/2026	5263(E)	TASC	BENEFITS FUNDING	330.70
07/09/2026	5264(E)	UNIQUE	6/2026 CHAT SVC, PLACEMENTS	1,381.50
07/09/2026	5265(E)	UNITED STATES TREASURY	2025 HRA PCORI	480.00
07/09/2026	5266(E)	BOARD OF WATER & LIGHT	427 1FL 5/9-6/9/26	75.87
07/09/2026	5267(E)	BOARD OF WATER & LIGHT	3500 1/2 5/8-6/6/26	141.08
07/09/2026	5268(E)	BOARD OF WATER & LIGHT	3500 108 5/9-6/7/26	1,228.36
07/09/2026	5269(E)	CONSUMERS ENERGY	2175 120 5/13-6/11/26	64.12
07/09/2026	5270(E)	CONSUMERS ENERGY	201 5/14-6/14/26	427.85
07/09/2026	5271(E)	CONSUMERS ENERGY	4321 4 5/14-6/14/26	303.61
07/09/2026	5272(E)	CONSUMERS ENERGY	4321 1 5/14-6/14/26	392.62
07/09/2026	5273(E)	CONSUMERS ENERGY	4321 2 5/14-6/13/26	673.20
07/09/2026	5274(E)	CONSUMERS ENERGY	4321 3 5/14-6/14/26	348.29
07/09/2026	5275(E)	CONSUMERS ENERGY	1379 5/18-6/16/26	165.00
07/09/2026	5276(E)	CONSUMERS ENERGY	427 5/15-6/15/26	21.00
07/09/2026	5277(E)	CONSUMERS ENERGY	401 5/15-6/15/26	23.72
07/09/2026	5278(E)	CONSUMERS ENERGY	145 5/18-6/16/26	998.61
07/09/2026	5279(E)	EMPOWER RETIREMENT	6.2026 RETIREMENT CONTRIBUTIONS	1,610.94
07/09/2026	5280(E)	EMPOWER RETIREMENT	6.2026 RETIREMENT CONTRIBUTIONS	288.70

07/09/2026	5281(E)	EMPOWER RETIREMENT	6.2026 RETIREMENT CONTRIBUTIONS	963.40
07/09/2026	5282(E)	EMPOWER RETIREMENT	6.2026 RETIREMENT CONTRIBUTIONS	537.60
07/09/2026	5283(E)	EMPOWER RETIREMENT	6.2026 RETIREMENT CONTRIBUTIONS	16,801.09
07/09/2026	5284(E)	BOARD OF WATER & LIGHT	401 5/5-6/10/26	3,692.26
07/09/2026	5285(E)	CHARTER TOWNSHIP OF MERII	2175 4/30-6/1/26	150.32
07/09/2026	5286(E)	EMPOWER RETIREMENT	PT RETIREMENT CONTRIBUTIONS	7,200.00
07/09/2026	5287(E)	INGRAM LIBRARY SERVICES	IPAGE REVIEWS	350.00
07/09/2026	5288(E)	T-MOBILE	HOTSPOTS 5/21-6/20/26	2,418.41
07/16/2026	5289(E)	ACRISURE/44 NORTH	MEDICAL CLAIMS	2,444.98
07/16/2026	5290(E)	ALLEGRA MARKETING PRINT M	YOUR CARD, LOT BROCHURES	3,726.90
07/16/2026	5291(E)	BOYNTON FIRE SAFETY SERVIC	FIRE EMERGENCY LIGHT BATTERIES	475.00
07/16/2026	5292(E)	BS&A SOFTWARE, INC.	6.2026 CC FEES	324.57
07/16/2026	5293(E)	GANNETT MICHIGAN LOCALIQ	LSJ AD - PUBLIC MEETING NOTICE FOR MIL	185.60
07/16/2026	5294(E)	GARRETT ELECTRONICS INC	METAL DETECTORS JULY 2026	1,132.12
07/16/2026	5295(E)	IMPACT SOLUTIONS	LSTA CLEAR BACKPACKS	745.15
07/16/2026	5296-5315(E)	INGRAM LIBRARY SERVICES	BOOKS	14,316.49
07/16/2026	5316(E)	KATHERINE ZAYKO	MILEAGE 3/4-4/30/26	159.87
07/16/2026	5317(E)	LAGARDA SECURITY	SECURITY SVCS W/E 7/12/26	3,933.91
07/16/2026	5318(E)	LAUREN CLARKE	MILEAGE 6/30/26	23.64
07/16/2026	5319(E)	MIDWEST TAPE	MUSIC, DVD	2,028.72
07/16/2026	5320(E)	SAVAGE, ANITA	MILEAGE 6/2-6/24/26	46.40
07/16/2026	5321(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	622.15
07/16/2026	5322(E)	TASC	BENEFITS FUNDING	850.28
07/16/2026	5323(E)	VISION SERVICE PLAN	7/2026 VISION PREMIUM	939.18
07/16/2026	5324(E)	CONSUMERS ENERGY	126 5/19-6/17/26	344.05
07/16/2026	5325(E)	CONSUMERS ENERGY	3500 107b 5/16-6/15/26	21.00
07/16/2026	5326(E)	CONSUMERS ENERGY	3500 109b 5/16-6/15/26	21.00
07/16/2026	5327(E)	CONSUMERS ENERGY	3500 109a 5/16-6/15/26	23.72
07/16/2026	5328(E)	CONSUMERS ENERGY	2175 100 5/21-6/21/26	21.00
07/16/2026	5329(E)	CONSUMERS ENERGY	2175 hse 5/21-6/21/26	93.90
07/16/2026	5330(E)	CONSUMERS ENERGY	115 5/21-6/19/26	21.00
07/16/2026	5331-32(E)	AMAZON	*See next page	2,274.58
07/19/2026	5333-37(E)	RAMP BUSINESS CORPORATIO	*See next page	19,573.62
07/23/2026	5338(E)	ACRISURE/44 NORTH	7.2026 BUNDLE FEE, INT'L SCRIPTS	11,018.08
07/23/2026	5339(E)	AT&T	4 PHONE BOOKS 7/2026	24.00
07/23/2026	5340(E)	BOARD OF WATER & LIGHT	123 5/9-6/7/26	11,439.35
07/23/2026	5341(E)	CDW GOVERNMENT INC	NEW TV FOR LE	723.50
07/23/2026	5342(E)	DELTA DENTAL PLAN OF MICH	6/2026 DENTAL CLAIMS	4,577.15
07/23/2026	5343(E)	DICTATION SALES & SERVICE II	SCANNING 30 BOXES	10,025.00
07/23/2026	5344(E)	JULIE CHRISINSKE	SRC PRIZES	60.98
07/23/2026	5345(E)	LAGARDA SECURITY	SECURITY SVCS W/E 7/19/26	4,003.70
07/23/2026	5346(E)	LAUREN CLARKE	MILEAGE 7/15/26	16.17
07/23/2026	5347(E)	MICHIGAN FLEET FUELING SOL	VEHICLE FUEL 7/1-7/15/26	993.70
07/23/2026	5348(E)	PHARMACY DATA MANAGEMEN	PRESCRIPTION CLAIMS 7/1-7/15/26	8,281.80
07/23/2026	5349(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	501.43
07/23/2026	5350(E)	SUSEELA EYAL	CHOCOLATE EXTRAVAGANZA	37.44
07/23/2026	5351(E)	TASC	BENEFITS FUNDING	671.45
07/23/2026	5352(E)	WRITEWISE, INC	7/2026 GAP COVERAGE PREMIUM	846.88
07/30/2026	5353(E)	ABRAHAM WASHINGTON LLC	8/2026 PARKING	4,520.00
07/30/2026	5354(E)	ACRISURE/44 NORTH	8/2026 METLIFE, MEDICAL CLAIMS	3,994.06
07/30/2026	5355(E)	BLUE CROSS BLUE SHIELD OF	8.2026 HEALTH INS PREMIUM	49,704.08
07/30/2026	5356(E)	CDW GOVERNMENT INC	LOT CHROMEBOOKS AND MANAGEMENT L	13,599.95
07/30/2026	5357(E)	DTE ENERGY	117 6/5-7/7/26	634.56
07/30/2026	5358-73(E)	INGRAM LIBRARY SERVICES	BOOKS	11,845.39
07/30/2026	5374(E)	LAGARDA SECURITY	SECURITY SVCS W/E 7/26/26	3,971.97
07/30/2026	5375(E)	LIBRARY IDEAS LLC	AUDIOBOOKS	250.04
07/30/2026	5376(E)	MIDWEST TAPE	DVD, MUSIC, AUDIOBOOKS	5,518.69
07/30/2026	5377(E)	OVERDRIVE INC	CONTENT PURCHASE	30,000.00
07/30/2026	5378(E)	STAPLES ADVANTAGE	OFFICE SUPPLIES	475.44
07/30/2026	5379(E)	TASC	BENEFITS FUNDING	60.00
07/30/2026	5380(E)	GRANGER CONTAINER SERVIC	7/2026 TRASH SVC	153.42
07/30/2026	5381(E)	GRANGER CONTAINER SERVIC	7/2026 TRASH SVC	314.20
07/30/2026	5382(E)	GRANGER CONTAINER SERVIC	7.2026 RECYCLING	91.00
07/30/2026	5383(E)	GRANGER CONTAINER SERVIC	7.2026 TRASH SVC	13.45
07/30/2026	5384(E)	GRANGER CONTAINER SERVIC	7.2026 TRASH SVC	139.01
07/30/2026	5385-98(E)	INGRAM LIBRARY SERVICES	BOOKS	12,515.15

07/31/2026	5399(E)	ACRISURE/44 NORTH	MEDICAL CLAIMS	7,776.81
07/31/2026	5400-02(E)	AMAZON	*See next page	3,116.12
Total EFT Transfer:				557,141.15

Check Type: Paper Check MAIN

07/20/2026	57681	ANN ARBOR DISTRICT LIBRARY	LOST BOOKS	78.95
07/20/2026	57682	ANN ARBOR HANDS-ON MUSEUM	ROCK ON AND LIVING FOSSILS PROGRAM	590.02
07/20/2026	57683	BOURGEOIS, ANDY	ALA TRAVEL REIMBURSEMENT	1,250.43
07/20/2026	57684	BREAKOUT, INC	MAKERKITS - BREAKOUT EDU REPLACEMENT	72.00
07/20/2026	57685	CENTER POINT LARGE PRINT	BOOKS	124.05
07/20/2026	57686	CENTRAL BUSINESS SYSTEMS	PRINT COLLECTIONS/COPIES OK, HO, SL	1,341.60
07/20/2026	57687	CHARLOTTE COMMUNITY LIBRARY	THE BOOK CLUB FOR TROUBLESOME WOMEN	23.99
07/20/2026	57688	CIRQUE AMONGUS	CIRQUE AMONGUS AT AU 6-9-26	500.00
07/20/2026	57689	CITY OF LESLIE	201 4/1-6/30/26	190.71
07/20/2026	57690	CRAZY CRAIG JUGGLING LLC	CRAZY CRAIG AT ST/AU - SUMMER 2026	1,000.00
07/20/2026	57691	DELTA TOWNSHIP DISTRICT LIBRARY	50801012297412 FRANCE	49.21
07/20/2026	57692	DRIVEN ELECTRIC LLC	2026 LHC LIGHTING CONTROLS UPDATES	3,660.00
07/20/2026	57693	EAST LANSING PUBLIC LIBRARY	35935005238171 An impossible impostor	8.05
07/20/2026	57694	EILX	6.2026 METV ROTATORS & BONUS SPOTS	176.00
07/20/2026	57695	FARNUM, BETH HALE	MUSIC WITH MISS BETH - SUMMER 2026 AT	240.00
07/20/2026	57696	FORESIGHT GROUP	ILML LAWN SIGNS - LHC OPEN HOUSE	1,720.00
07/20/2026	57697	FREDDY PRODUCTIONS LLC	MICHIGAN BUBBLE FUN - SUMMER 2026	2,400.00
07/20/2026	57698	GIFFIN, MICHAEL W.	PETER PAUL AND MARY TRIBUTE	750.00
07/20/2026	57699	GOODYEAR COMMERCIAL TIRE	TIRE REPAIR VIN 1224	25.70
07/20/2026	57700	GRAND LEDGE AREA DISTRICT	SET IN DARKNESS	24.95
07/20/2026	57701	HEIDI BUTLER	MEALS & MILEAGE-CONF, PETOSKEY MI	368.83
07/20/2026	57702	HOME DEPOT CREDIT SERVICES	RYOBI REEL REPLACE, TABLES, BREAKER	213.69
07/20/2026	57703	HUNT, JOHN C.	PETER PAUL AND MARY TRIBUTE	750.00
07/20/2026	57704	JACKSON COLLEGE	36177005779776 THE KILLING OF A PRESIDENT	30.00
07/20/2026	57705	JACKSON DISTRICT LIBRARY	LOST BOOKS	36.55
07/20/2026	57706	JAMES MACLEAN	MILEAGE 4/2-7/2/26, TRAVEL EXPENSES	259.27
07/20/2026	57707	KEVIN EPLING	KEVIN EPLING AT OK TOY PHOTOGRAPHY	125.00
07/20/2026	57708	LARRY CUSHION TROPHIES & E	8X10 SILVER/BLACK PLASTIC PLATES	120.00
07/20/2026	57709	LEHMAN, SARAH	MILEAGE 6/16/26	25.23
07/20/2026	57710	LIZABETH DESMET	TEACHER LIZ AT DL/SL - SUMMER 2026	450.00
07/20/2026	57711	MACDONALD BROADCASTING	7.2026 ADS	4,998.00
07/20/2026	57712	MADISON HEIGHTS PUBLIC LIBRARY	TECUMSEH VISION OF GLORY	30.00
07/20/2026	57713	MARK BUZZITTA	MILEAGE 6/2-6/30/26, HOSPITALITY EXP	478.69
07/20/2026	57714	MELISSA COOKE	LANSING HOOPS AT STOCKBRIDGE 7-22-26	225.00
07/20/2026	57715	MICHAEL ALEX MOSSEY LIBRARY	WILLIAM THE CONQUEROR	62.00
07/20/2026	57716	MICHIGAN STATE UNIVERSITY	LOST BOOK	160.00
07/20/2026	57717	MIDWEST COLLABORATIVE FOUNDATION	7/1/26-6/30/27 TALK SUBSCRIPTION OVERDRIVE	151,650.81
07/20/2026	57718	MING A. LOUIE	MING AT HA 6-30-26	350.00
07/20/2026	57719	MONROE COUNTY LIBRARY SYSTEM	35001439986131 SPRING BOOT	59.99
07/20/2026	57720	MURPHY & SPAGNUOLO PC	6/2026 LEGAL SVCS	2,794.42
07/20/2026	57721	MUSIC MANOR	INSTRUMENT REPAIR MAY 2026	168.97
07/20/2026	57722	MYERS PLUMBING & HEATING INC	THREE HVAC UNITS AND INSTALLATION	40,723.50
07/20/2026	57723	ORION TOWNSHIP PUBLIC LIBRARY	33763000393466 THE RISE AND FALL OF ATLANTA	13.95
07/20/2026	57724	PIONEER REPTILES, LLC	REPCO WILDLIFE - SUMMER 2026	1,350.00
07/20/2026	57725	PLAYAWAY PRODUCTS LLC	LSTA BACKPACKS, AUDIOBOOKS	2,383.18
07/20/2026	57726	PREUSS PETS	PREUSS PETS - SUMMER 2026	750.00
07/20/2026	57727	PRINTING CONCEPTS LLC	LIBRARY CARDS ADULT REORDER	1,900.00
07/20/2026	57728	RICOH USA INC	6.2026 B/W & COLOR COPIES	252.28
07/20/2026	57729	ROSE, BRIAN	AMERICA 250: ROCKIN' TV: ROCK & ROLL AMERICA	300.00
07/20/2026	57730	ROTARY CLUB OF LANSING	QTRLY DUES 7/26-9/26	325.00
07/20/2026	57731	SAI KRISHNAMURTHI	MILEAGE 6/4-7/7/26	17.40
07/20/2026	57732	SCHINDLER ELEVATOR CORPORATION	STAFF ELEVATOR OVERSPEED REPAIR IN LANSING	2,277.19
07/20/2026	57733	SCHNEIDER, MICHAEL	PINT SIZE POLKAS	800.00
07/20/2026	57734	SEHI COMPUTER PRODUCTS INC	M480 PRINTERS	2,220.00
07/20/2026	57735	SLOAN MUSEUM OF DISCOVERY	SLOAN MUSEUM AT HO	255.00
07/20/2026	57736	SNYDER, TIFFANY	TIFFANY SNYDER AT ST - SUMMER 2026	180.00
07/20/2026	57737	STURGIS DISTRICT LIBRARY	00198620 EXTREME KILLERS	17.95
07/20/2026	57738	SUSAN BISSONNETTE	FOOD SUPPLIES FOR PROGRAMS	291.85
07/20/2026	57739	TIPTOP ENTERTAINMENT LLC	JOEL TACEY - SUMMER 2026	1,075.00
07/20/2026	57740	UAW LOCAL 2256	6/2026 UNION DUES	3,409.53

07/20/2026	57741	VILLAGE OF DANSVILLE	1379 3/1-5/31/26	69.00
07/20/2026	57742	VILLAGE OF STOCKBRIDGE	200 4/2-6/30/26	233.37
07/20/2026	57743	WEST BLOOMFIELD TOWNSHIP	35184011135622 INVINCIBLE	61.74
07/20/2026	57744	WHITMAN, LEE	PETER PAUL AND MARY TRIBUTE	750.00
07/20/2026	57745	WILX	6/2026 MORNING NEWS ROTATOR	800.00
07/20/2026	57746	WLAJ	6.2026 ADS	80.00
07/20/2026	57747	WLNS	6.2026 6 IN THE CITY SPOTS	920.00
07/20/2026	57748	WSYM LANSING FOX47	6.2026 ILM L ADS	810.00

Total Paper Check:				239,848.05
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MAIN TOTALS:

Total of 195 Disbursements:				796,989.20
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CHECK REGISTER FOR CAPITAL AREA DISTRICT LIBRARIES
CHECK DATE 07/01/2026 - 07/31/2026

Check Date	Check	Vendor Name	Description	Amount
Bank MAIN MAIN CASH				
Check Type: EFT Transfer MAIN				
07/02/2026	5193-94(E)	AMAZON	Little Bellies Organic Apple & Cinnamon Puffs 1	35.70
			Tebery 100 Pack #8 Natural Wine Corks, 7/8" x 1/4"	23.55
			HOPELF 50PCS Bamboo Dowel Rods - 1/4 x 1/2"	5.88
			WarGames	328.12
			Where's the Dog?	19.73
			The Change: A Novel	23.94
			TaidMiao Paper Bowls Disposable, Compostable	19.78
			WISYOK 450PCS 2.5 inch Craft Sticks, Wood	53.73
			Under the Red Shawl	18.91
			Amazon Basics Disinfecting Wipes, Lemon & F	83.16
			Chinco 60 Pcs Hard Plastic Badge Holder Vert	26.99
			Natural Wood Craft Sticks, 4.25 Inch Popsicle S	71.12
			The Judas Monk Murders: A Homefront Sleuth	58.83
			Scotch-Brite Heavy Duty Scrub Sponge, 6 Kitc	7.68
			BOULDER Portable Badminton Pickleball Net -	616.69
			KTOJOY 200 Pcs Craft Sticks Ice Cream Stick	28.64
			MixTeach 200 Pcs White Star Cutouts 4 Inch P	9.99
			XSEINO 13 Rolls 8"x35" 1.4mm Thick Soft Felt	46.37
			Bamboo Coasters for Crafts, 20 Pcs 3.54" Squ	21.84
			NOTES FROM THE TRAIL: A JOURNEY OF L	22.99
			Play-Doh Little Bakery Playset, Play Kitchen Tc	9.99
			Finger Puppets for Toddlers (Set of 10) - Peopl	13.99
			Cute-O-Pedia	8.44
			2 Pcs Crochet Yarn, Feels Soft 280 Yards Assc	6.99
				1,563.05
07/09/2026	5233-34(E)	AMAZON	RACETOP 8 oz Disposable Coffee Cups 500 p	64.88
			The Adventures of Taxi Dog (Picture Puffins)	356.19
			How to Catch a Mermaid	131.04
			Excell ET-12271 Extra Wide Multi-Track Multi-f	21.00
			Sharpie Tank Style Highlighters, Chisel Tip, Flu	8.78
			Box of 12	29.99
			Junkin Shark Tooth Necklaces Bulk for Boys P	14.59
			96 Piece Glow in Dark Mini Dinosaur Toy Set(2	77.56
			US Weight Canopy Weight Carry Strap	9.98
			Fullhawl 200 Pcs Glitter Glue Stick Bulk, Non-T	79.84
			How to Catch a Garden Fairy: A Magical Spring	949.24
			First Generation Farming: A blueprint for coord	113.41
			uni-ball Vision Elite Rollerball Pens Bold Point,	15.64
			Amazon Basics Disposable Clear Plastic Forks	51.14
			GEM STICKERS, 6124PCS SELF-ADHESIVE	28.88
			Flagship Carpets ABC Tapestry Machine Wash	45.99
			Lucky Art Crayonology 80 Count Single Color C	107.30
			Strong to the End: The Simple Service and Suc	99.67
			Amazon Basics Hand Sanitizer, Original Scent,	35.71
			Surebonder DT-100 Mini Size Hot Glue Sticks 1	52.10
			PartySticks Glow Sticks Party Supplies for Kids	25.19
			Pecmuikkee Acrylic Window Sign Holder Suction	50.97
			I SURVIVED THE SINKING OF THE TITANIC	178.91
				2,548.00
07/16/2026	5331-32(E)	AMAZON	The Chocolatier's Curse (Notes on a Murder)	27.98
			BOMEI PACK 6PACK Reinforced Packing Tap	218.32
			SMELLEZE Urine Absorbent Powder & Poo Ge	65.83
			South: The ENDURANCE Expedition	135.83
			JUNEBRUSHS Shark Party Favors, 42pcs Oce	18.87
			My Weird School #20: Mr. Louie Is Screwyl: A I	56.87
			Boardwalk C-Fold Disposable Bathroom Paper	25.60
			Phenol Free Thermal Paper 3 1/8" x 230' ft (Als	213.15

		TOAOB 150pcs Large Pom Poms 1 Inch Bulk P	27.37
		The Digital Delusion: How Classroom Technolc	8.38
		Forrest Gump - 2 Disc Special Collector's Editi	405.62
		Wooden Letters for Crafts, 6 Inch Unfinished C	30.67
		Safari Ltd. Ancient Fossils TOOB - Figurines: C	14.24
		Qjaiune 500 PCS 38mm / 1.5 Inch Heavy Duty	6.29
		Amazon Basics Purple Washable School Glue	78.75
		GIVEAWAYS AND SUPPLIES	697.10
		The Petit Four Cookbook: Adorably Delicious, f	131.73
		Creahaus 16L Organizers and lego storage Bo	24.99
		PowerPortnerLink 165W GAN USB C Charger	49.49
		Madisi Crayons Bulk Pack, Regular Size, 4 Col	49.98
		3.5lb Mixed Large Tumbled Crystal Stones Bull	24.99
		Objects in Lakes	32.37
		360 Pieces Maple Leaves Cutouts Fall Leaf Pa	36.95
		Watsons Go to Birmingham	18.98
		Doraking 50 Sheets Sticker Book, Self Adhesiv	23.28
		Amazon Basics Disinfecting Wipes, Lemon & F	34.44
		GIVEAWAYS AND SUPPLIES	0.09
		Fellowes Bankers Box 20-Pack R-Kive Heavy I	(183.58)
			2,274.58
07/19/2026	5333-37(E)	RAMP BUSINESS CO WATER DELIVERY FO	15.25
		7/2026 RENTAL, WATER DELIVERY DA	37.25
		WATER DELIVERY STK	27.50
		7/2026 WATER COOLER RENTAL DTL	95.00
		WATER DELIVERY STK	6.50
		WATER DELIVERY LE	8.25
		WATER DELIVERY FO	8.25
		POST OFFICE BOX 7/1/26-6/30/27	114.00
		PO BOX 8/1/26-8/31/27	114.00
		PEST CONTROL	68.00
		PEST CONTROL	89.00
		PEST CONTROL	74.00
		145 4/15-5/15/26	87.76
		ANNUAL CONF J LAXTON	280.00
		ANNUAL CONF M MATTISON	280.00
		TRASH SVC 7/1-9/30/26	55.00
		TRASH SVC 7/1-9/30/26	55.00
		POWER STRIPS	14.97
		LED LIGHTS	27.28
		ANNUAL ORG DUES 7/26-6/27	125.00
		POSTAGE MACHINE RENTAL 6/3-9/2/26	209.85
		SMALL & LARGE EASELS	86.44
		6/2026 MAT SVC	534.09
		LP AND KIDS ORDER	2,705.08
		CREATIVE CLOUD 6/22-7/21/26	34.99
		LAMINATING FILM	284.38
		286-250 - 1.5" PINBACK SET (QTY. 250)	56.84
		ADDIS ENTERPRISES WEBSITE HOSTING 2	580.44
		\$20 MEIJER GIFT CARD SRC DRAWING	520.00
		FAX.PLUS ONLINE FAXING CREDIT	99.99
		WEB HOSTING 6/17-7/17/26	67.20
		OUTER TRUCK OIL AND FILTER	62.46
		MINECRAFT SERVER 7/6-8/5/26	29.94
		7/12/26-7/12/27 SUBSCRIPTION	348.00
		SNACK SUPPLIES	126.83
		SRC PRIZES	654.78
		SUBSCRIPTION 7/2-8/2/26	59.90
		SRC BOOKS	1,138.01
		6.2026 GLAM ADVERTISING	260.00
		7.2026 GLAM ADVERTISING	260.00
		\$20 WALMART GIFT CRD SRC DRAWING	520.00
		6.2026 CLOUD STORAGE	90.80
		SUBSCRIPTION 7/18/26-7/18/27	97.19
		ILML STICKERS (SINGLES)	1,400.00

			DIPPIN' DOTS - SUMMER 2026	1,664.64
			KONA AT LE 6-5-26	328.00
			GLASSINE ENVELOPES	291.51
			PAPER TOWEL, BATH TISSUE	117.25
			BATH TISSUE	143.00
			PULL TOWEL, BATH TISSUE	326.00
			PULL TOWEL, BATH TISSUE, HAND SOAP	475.46
			BATH TISSUE, SOAP	69.78
			PAPER TOWEL	63.50
			PAPER TOWEL, BATH TISSUE	127.25
			PULL TOWEL	91.50
			HOURS RACK CARDS	617.08
			ILML YARD SIGNS	2,928.54
			SIGNAGE SUPPLIES - HOLT	82.39
			OCTAVATOR TUBE CAP REPLACEMENTS 2	11.95
			DATA STORAGE 5/20-6/19/26	3.50
			SWM26-BL BODYPACK TRANSMITTER WITH	42.75
			OGR ARTWORK SUPPLIES	165.86
			NEURODIVERSITY IN THE WORKPLACE	500.00
			LHC LAMINATE SUPPLIES AND DL VEHICLE	55.65
			6/2026 RAMP CASH BACK	(273.09)
			PAYMENT REFUND	(67.20)
			CREDIT SALES TAX ON LAMINATING FILM	(0.91)
			SRC BOOKS	(0.01)
				19,573.62
07/31/2026	5400-02(E)	AMAZON	The Caterpillar Song: Soon You're Going to Fly	4.49
			Filtrete 24x24x1 Air Filter MERV 5, 6-Pack AC	66.20
			YumEarth Organic Pops Fruit Flavored Lollipop	11.10
			48Pcs Glow in Dark Mini Dinosaur Figures Kids	28.36
			LUSTEMBER Stretchy String for Bracelets, 4 R	9.49
			20 Pack Fairy Lights Battery Operated, 3.3ft 20	46.95
			It's Always Sunny in Philadelphia: The Complet	159.90
			34Pcs Wooden Play Food for Toddlers - Toy Fi	61.08
			Mentiras y secretos / Lies and Secrets (Wattpa	19.95
			8 PACK 2033 Replacement Filter Compatible v	15.92
			Amazon Basics Hanging File Folders with Adju	264.45
			Caydo 50PCS Extra Thick Pipe Cleaners Craft	18.99
			Dum Dums Original Mix 400 ct. Bag - All-Time	46.08
			Dinosaurs Sketchbook: Vintage Fossils Scienti	23.97
			co2CREA Hard Travel Case Replacement for V	330.65
			Little Bellies Organic Apple & Cinnamon Puffs I	83.62
			The Naga Warriors 2	103.24
			Chalyna 12 Pieces 2-3" Tiny Horse Figurines T	57.86
			Tonies The Junior Detectives: Case of the Miss	151.92
			TBF Set of 25 (twenty five) Natural Cotton Can	52.98
			Magnetic Poetry - Little Box of Happiness Kit - 1	201.46
			Paxcoo 0.8mm Elastic String, Stretchy Bracele	6.89
			100 Pack Large Paper Gift Bags with Handles,	49.99
			36PCS Natural Scallop Shells for Crafts, 2-3 In	9.49
			Cordless Vacuum Cleaner, Upgraded 650W 55	132.99
			8GB Flash Drive 10 Pack Bulk USB Flash Driv	130.12
			Bee-bim Bop!	38.04
			Schneider Medical Nitrile Exam Gloves, Powde	89.38
			The Midwinter Witch: A Graphic Novel (The Wi	48.90
			Miss Communication (Babymouse Tales from t	356.32
			Dix dans le lit	40.82
			Softsoap Liquid Hand Soap, Fresh Breeze - 7.5	7.68
			50PCS Mini Glass Gems,Amber Mancala Ston	6.99
			CALPALMY Air Dry Clay (8.5oz), Bulk 24-Pack	9.49
			FOIMAS 100pcs Miniature Plant Set - Mini Tre	8.88
			Amazon Basics Wood-Cased #2 Pencils for W	32.78
			100 Pcs 4.5 inch Craft Sticks for Ice Cream St	34.77
			The Mysterious Lopsided Letter (Liberty Clubhc	37.73
			Klein Tools ET350 4-in-1 Digital Circuit Break	79.98
			Fellowes Bankers Box 20-Pack R-Kive Heavy I	93.12

You & Me: An M M Single Dads Romance	115.07
SUPPLIES FOR HOW TO LIBRARY VIDEO	35.22
The Digital Delusion: How Classroom Technolc	(7.19)
	3,116.12

Aurelius Agreement Memorandum
August 26, 2026

RECOMMENDATION:

Approve the updated Aurelius Township/CADL Agreement as presented.

BACKGROUND:

Early in 2026, the Aurelius Township Board of Trustees expressed an interest in updating the terms of the agreement with CADL . Through dialogue at respective meetings and designated committee work, a final draft is ready for consideration. The Aurelius Township Board unanimously approved the attached draft at their meeting on July 12, 2026. CADL is currently working under a 90-day deadline to complete the process which was dated June 10, 2026.

Notes on Addendum A (updated 8/11/26)

1. Remaining at \$50 per month. The library only uses the trash dumpster (invoices are typically \$120 per month) so this helps offset that cost. The library takes care of its own recycling.
2. We arrived at 40% cost-sharing by CADL based upon square footage. When you add the square footage of the library space (713 sq ft) with a 50/50 split of the Township Hall room (1373 sq ft/2) the resulting amount is 39.5% of the building's square footage, which we rounded up to 40%. By using a percentage instead of a set amount, this means that as utility costs rise, both partners will also increase contributions proportionally without having to make further adjustments.
3. CADL will cover our own janitorial needs in the library space. The Township will cover the rest of the building.
4. No notes.
5. CADL staff will not have access to the break room but they are allowed to use the kitchenette attached to the Township Hall room which has a refrigerator and a microwave. We were told it is agreeable to access the kitchenette at any time even if the Hall is in use, although the Township said that would be a rare event as it is not usually in use during the day. A table can be used in the Hall for a break room unless it is in use, in which case CADL staff may either use a table in the library space or sit outside if weather permits. If CADL has the Hall reserved for a program, the Township would cancel only if there were an unforeseen official purpose; they will not cancel due to a newly requested paid rental.
6. No notes.
7. We will work with the Township to review annually, although we were encouraged to keep in regular communication and report any issues that may arise along the way.

CAPITAL AREA DISTRICT LIBRARY

NEW LIBRARY AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, by and between the CAPITAL AREA DISTRICT LIBRARY BOARD, "CADL" AND AURELIUS TOWNSHIP "Municipality".

THE PARTIES RECOGNIZE THAT CADL has available certain library services and that the Municipality wishes to utilize those library services for the benefit of its residents.

THE PARTIES AGREE, as follows:

FIRST: A library shall be established and operated by the CADL within the territorial limits of the Municipality which shall be known as the Aurelius Library, the "Community Library".

SECOND: CADL shall provide the Community Library with a Head Librarian and any additional staff which CADL believes the Community Library requires. CADL shall be solely responsible for selecting, appointing, supervising, and paying the Community Library's staff.

THIRD: The Community Library shall be open to the public at least 25 hours per week, excluding holidays. The times that the library is open shall be determined exclusively by the CADL.

FOURTH: CADL shall provide a collection of books and other materials for the Community Library, all of which shall remain the permanent property of CADL. It shall be CADL's exclusive responsibility to select, order, catalog, process, and discard books and other materials for the Community Library.

FIFTH: It shall be CADL's exclusive responsibility to establish policies, rules, and regulations governing the Community Library. CADL shall provide the Municipality with copies of proposed policies, rules, and regulations which might be applicable to the operation of the Community Library. CADL shall provide the Municipality with a financial report for the six month period ending June 30th and December 31st each year.

SIXTH: The Municipality, at its sole expense, shall provide quarters, suitable to CADL, for the Community Library, on the ground floor of a building, which meets all federal, state, and local laws, ordinances, regulations, and codes, including handicapper accessibility. The Municipality shall be responsible for maintaining the building and its associated plumbing, electrical, heating, and air-conditioning systems in good working order. The Municipality shall also maintain the exterior of the building including landscape maintenance and snow and ice removal.

SEVENTH: CADL shall be responsible for the Community Library's utilities including telephone, gas, electricity, water, sewer, and trash removal. CADL shall also be responsible for customary custodial maintenance. CADL shall either pay for these separately metered services directly or reimburse the Municipality for these services using a formula that is agreeable to both parties. CADL shall be responsible for the costs of installing telephone lines, computer cables, and for any changes to the electrical system needed for additional equipment. Any changes to the building shall be approved in advance by the Municipality.

EIGHTH: The Municipality shall retain ownership of all Community Library furniture and equipment that it currently owns and shall maintain that furniture and equipment for Community Library use. An inventory of furniture and equipment owned by the Municipality is attached to this contract. The Municipality shall be responsible for repair and replacement of this furniture. Property owned by CADL and placed in the Community Library shall remain the permanent property of CADL.

NINTH: The Municipality shall, at its own expense, protect, defend, indemnify and save harmless the CADL Board, CADL, and their employees, and agents from all claims, damages, lawsuits, costs and expenses including, but not limited to, loss or damage to CADL's property incurred as a direct or indirect result of any activities, omissions, errors or negligence of the Municipality or its agents and employees. The Municipality's indemnification responsibilities under this section shall include damages, costs and expenses in excess of those paid out on behalf of or reimbursed to the CADL Board, CADL, and their employees, and agents by the insurance coverage maintained by the Municipality pursuant to the requirements of this agreement. CADL shall, at its own expense, protect, defend, indemnify and save harmless the Municipality, its Board and its employees and agents, from all claims, damages, lawsuits, costs and expenses, including, but not limited to, loss or damage to the Municipality's property incurred as a direct or indirect result of any activities, omissions, errors or negligence of CADL or its agents and employees. CADL's indemnification responsibilities under this section shall include, but not be limited to, damages, costs and expenses in excess of those paid out on behalf of or reimbursed to the Municipality and its agents, servants and employees by the insurance coverage maintained by CADL pursuant to the requirements of this

Agreement. Each party shall assume the sole responsibility for risk of loss to its property during the terms of this Agreement, except as provided above.

TENTH: Each party shall procure and pay the premium on and keep and maintain during the term of this Agreement adequate personal injury and property damage insurance covering injuries, death and property damage arising out of their respective duties and obligations under this Agreement.

ELEVENTH: The Municipality shall assume the sole responsibility for the risk of loss to its property during the terms of this agreement.

TWELFTH: This Agreement shall become effective on the date on which it is signed by all the authorized representatives of both parties and remain in effect until terminated by either or both parties.

THIRTEENTH: Either party may terminate this Agreement by giving at least ninety (90) days written notice to the other party.

FOURTEENTH: No failure or delay on the part of either party to this Agreement in exercising any right, power, or privilege shall operate as a waiver, nor shall a single or partial exercise of any right, power, or privilege preclude any other or further exercises of any other right, power or privilege.

FIFTEENTH: Modifications, amendments, or waivers of any provision of this Agreement shall be effective only by the written mutual consent of the parties.

SIXTEENTH: If any provision of this Agreement is determined to be invalid, the remainder of this Agreement shall not be affected, except where the invalidity of a provision would result in the illegality or unenforceability of this Agreement.

SEVENTEENTH: The persons signing on behalf of the parties certify by their signatures that they are authorized to sign this Agreement on behalf of the parties and that this Agreement has been authorized by the parties.

WITNESSING THIS DOCUMENT, the authorized representatives of the parties have signed this Agreement on the day and year above written.

WITNESSED:

CAPITAL AREA DISTRICT LIBRARY

_____ Date: By: _____

Name:

Title:

MUNICIPALITY

8/11/26 Date: By: David Droscha

Name: David Droscha

Title: Supervisor

8/11/26 Date: By: Bethany Walter

Name: Bethany Walter

Title: Clerk

CAPITAL AREA DISTRICT LIBRARY
LIBRARY AGREEMENT WITH AURELIUS TOWNSHIP

ADDENDUM A (UPDATED 8/11/26)

CADL shall pay for the following maintenance services:

1. Trash Removal at \$50.00 per month. This includes use of the recycling dumpsters on the third weekend of the month.
2. Electrical services at 40% of the total cost of heating and cooling the building and lighting of the parking lot. The Consumers Energy account numbers used to calculate CADL's share are: 1000 1255 5767 and 1000 1255 5601. These are the same two accounts that have been used on previous quarterly invoices.
3. Custodial Services will not be included for the library. The township will provide custodial for the shared bathrooms and hallway. The Library will be responsible for the cleaning, equipment, and all supplies for their library space.
4. Water cooler access is not provided. A new water fountain will be installed between restroom doors for public use at no cost to CADL.
5. The Library can use the large Township Hall room at no cost except for utilities that are included in item 2. This includes the small kitchen for use (pending no other events are going on in the hall); and includes refrigerator, microwave, and sink. Bear in mind for keeping items in the refrigerator etc., as upcoming rentals may use that space also. CADL will abide by the rules outlined in the Township Hall Rental Agreement (Page 6) with the exception that no fees or security deposits will be assessed and trash can be placed in the dumpster. A table can be set up in the "hall" for use as a break room. No CADL access will be provided to the Township breakroom, offices or conference room. Official business use by Aurelius Township of the "hall" will take priority over CADL activities.
6. Aurelius Township will bill the Capital Area District Library quarterly and provide copies of all pertinent electrical bills.
7. This ADDENDUM will be effective from October 1, 2026 through December 31, 2027.

This addendum will be reviewed annually and revised as needed. This should take place at the beginning of October so that each Board can approve any revisions or new rates (if any) and they can be instated by January 1 of the following year.

Aurelius Township

Ingham County
1939 S. Aurelius Rd | Mason, Michigan 48854-9729
(517) 628-2093 | Fax (517) 628-3989
Website: www.aureliustwp.org

Township Hall CADL (Aurelius Library) Rental Agreement

**** RENTER MAY SET UP THE MORNING OF THEIR RENTAL DATE**

**** RENTER IS RESPONSIBLE FOR THE BUILDING KEY, the key is not to be turned over to ANY other people**

1. CADL (Library) Renter must be present at all times during the rental period.
2. NO SMOKING - Smoking is prohibited in the building and 50' from the entrance to the building.
3. NO ALCOHOL - Use of alcoholic beverages is strictly prohibited on all Township property.
4. NO RED DRINKS of any kind as it stains. Any accidental spills of liquids on carpet should be blotted as soon as possible with napkins provided in the kitchen.
5. Decorating the ceiling, fans, or walls is prohibited. Command strips and tape take the paint off the walls.
6. Burning of candles or incense is not permitted.
7. Tables and chairs should not be removed from the building.
8. Parties shall be terminated by 1:00 A.M
9. Renter needs to return tables and chairs to the proper racks. **ALL TABLES MUST BE WIPED OFF!** The township does not provide washcloths and towels.
10. Renter shall vacuum hall and entryway before vacating premises.
11. Thermostats shall be turned to 65 degrees when exiting the building. Air conditioning needs to be turned off.
12. All doors and windows need to be locked, and lights turned off.
13. Renter needs to take everything when they leave, and nothing should be left to pick up at a future date.
14. **RENTOR SHALL REMOVE GARBAGE AND TRASH AND PUT OUT IN DUMPSTER IN BACK OF PARKING LOT. LID NEEDS TO BE CLOSED AFTER.**
15. Do not leave soiled diapers etc. in restrooms or on the premises from attendees.

Indemnification Agreement: *Please reference the NINTH paragraph on page 2 of the Aurelius Township / Capital Area District Library Agreement.*

I agree to the rules and regulations for use of the Township Hall as stated above. I understand that failure to comply with any of the above-mentioned rules and regulations may result in disqualification for future use of the hall.

Print Name:

Signature:

BALANCE SHEET REPORT FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 07/31/2026

GL Number	Description	YTD Balance 07/31/2026
Fund: 101 GENERAL FUND		
*** Assets ***		
Account Type: Cash		
CASH		14,189,346.64
IMPREST CASH		200.00
INVESTMENTS		7,011,915.40
Cash		21,201,462.04
Account Type: Accounts Receivable		
ACCOUNTS RECEIVABLE		170,419.71
TAXES RECEIVABLE		461,311.43
INTEREST RECEIVABLE		140,025.43
Accounts Receivable		771,756.57
Account Type: Other Assets		
PREPAID EXPENSE		236,935.33
Other Assets		236,935.33
Total Assets		22,210,153.94
*** Liabilities ***		
Account Type: Accounts Payable		
ACCOUNTS PAYABLE		328,336.55
ACCRUED SALARIES PAYABLE		(185.83)
Accounts Payable		328,150.72
Account Type: Liabilities-ST		
DEFERRED REVENUE		470,786.10
Liabilities-ST		470,786.10
Account Type: Deferred Inflows		
DEFERRED REVENUE		131,393.18
Deferred Inflows		131,393.18
Total Liabilities		930,330.00
*** Fund Equity ***		
Account Type: Unassigned		
FUND BALANCE UNDESIGNATED		1,979,476.61
FUND BALANCE DONATIONS RE		228,322.73
FUND BALANCE DONATIONS UN		262,694.32
FUND BALANCE CAPITAL PRO		2,700,000.40
FUND BALANCE CONTINGENCY		5,342,849.10
FUND BALANCE AUTOMATION		1,000,000.00
FUND BALANCE OPERATIONS		965,550.00
FUND BALANCE PENSION RESE		1,560,000.00
Unassigned		14,038,893.16
Total Fund Equity		14,038,893.16
Total Fund 101 GENERAL FUND:		
TOTAL ASSETS		22,210,153.94
BEG. FUND BALANCE		14,038,893.16
+ NET OF REVENUES & EXPENDITURES		0.00
= ENDING FUND BALANCE		14,038,893.16
+ LIABILITIES		930,330.00
= TOTAL LIABILITIES AND FUND BALANCE		14,969,223.16
OUT OF BALANCE		7,240,930.78

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 07/31/2026

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 07/31/2026	YTD Balance 07/31/2026	2026 Amended Budget	% Bdgt Used
Fund: 101 GENERAL FUND					
Account Category: Revenues					
MILLAGE INCOME					
402	Property Tax Revenue	2,544.24	14,661,176.36	15,102,200.00	97.08
404	Renaissance Zone Reimbursement	0.00	0.00	20,000.00	0.00
437	Industrial Facilities Tax	0.00	37,712.21	38,000.00	99.24
	MILLAGE INCOME	2,544.24	14,698,888.57	15,160,200.00	96.96
PENAL FINES					
658	Penal Fines Ingham County	248,809.92	248,809.92	200,000.00	124.40
659	Penal Fines Eaton County	0.00	0.00	8,000.00	0.00
	PENAL FINES	248,809.92	248,809.92	208,000.00	119.62
STATE AID					
410	PPT Reimbursement	0.00	173,581.82	150,000.00	115.72
553	State Aid Direct	67,330.36	132,856.18	135,000.00	98.41
554	State Aid Indirect	67,330.36	132,856.18	135,000.00	98.41
	STATE AID	134,660.72	439,294.18	420,000.00	104.59
LIBRARY FEES					
630	Printing Revenue	5,648.64	38,620.60	43,550.00	88.68
631	Non Resident Fees	4,087.50	18,588.50	20,000.00	92.94
	LIBRARY FEES	9,736.14	57,209.10	63,550.00	90.02
DONATIONS					
674	Donation Income-Friends/Restricted	4,047.14	32,839.84	29,000.00	113.24
677	Donation Income-Unrestricted	669.88	18,762.72	28,400.00	66.07
	DONATIONS	4,717.02	51,602.56	57,400.00	89.90
GRANTS					
540	Grants	0.00	15,000.00	15,000.00	100.00
550	Grants-LSTA	0.00	0.00	3,000.00	0.00
	GRANTS	0.00	15,000.00	18,000.00	83.33
OTHER INCOME					
628	Universal Service Fund Income	0.00	(589.67)	0.00	100.00
632	Lost and Paid Books	3,175.28	23,583.59	30,000.00	78.61
665	Interest Income	47,250.14	338,618.82	400,000.00	84.65
667	RENT INCOME	4,698.67	37,589.36	56,000.00	67.12
673	Sale of Fixed Assets	0.00	200.00	3,000.00	6.67
675	Misc Income	988.94	14,251.87	9,000.00	158.35
680	Sponsorship Revenue	0.00	3,000.00	3,000.00	100.00
682	Insurance Claim Income	0.00	0.00	1,000.00	0.00
	OTHER INCOME	56,113.03	416,653.97	502,000.00	83.00
DUE FROM FUND BALANCES					
966	Due from Pension Reserve	0.00	0.00	360,000.00	0.00
	DUE FROM FUND BALANCES	0.00	0.00	360,000.00	0.00
	Revenues	456,581.07	15,927,458.30	16,789,150.00	94.87
Account Category: Expenditures					
SALARIES AND BENEFITS					
702	Salaries	829,883.80	4,148,017.31	7,610,000.00	54.51
714	Unemployment Insurance	0.00	0.00	3,000.00	0.00
715	FICA EMPLOYER SHARE	62,107.17	310,260.44	570,000.00	54.43
716	HEALTH INSURANCE	48,782.87	460,327.08	882,000.00	52.19
717	Life & Disability Insurance	396.66	3,211.28	6,000.00	53.52
718	Retirement	94,584.36	515,610.80	995,000.00	51.82
719	Prescription Expense	28,446.89	172,272.82	300,000.00	57.42
720	DENTAL INSURANCE	4,499.54	33,268.37	55,000.00	60.49
721	VISION INSURANCE	868.03	7,299.99	12,000.00	60.83
722	Workers Comp Insurance	0.00	36,322.50	41,700.00	87.10
724	Parking Main Library	4,530.00	36,240.00	54,500.00	66.50
	SALARIES AND BENEFITS	1,074,099.32	5,722,830.59	10,529,200.00	54.35
MATERIALS					
727	Books	84,164.00	578,283.95	1,109,000.00	52.14
728	Periodicals	0.00	37,196.44	43,050.00	86.40
729	DVD	16,044.72	128,127.37	222,000.00	57.72
730	Library of Things	16,359.51	38,673.47	54,500.00	70.96
731	Audiobooks	62,042.24	393,384.88	688,500.00	57.14
732	Music	2,314.51	18,335.91	34,500.00	53.15
733	Databases	0.00	103,554.55	110,000.00	94.14

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 07/31/2026

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 07/31/2026	YTD Balance 07/31/2026	2026 Amended Budget	% Bdgt Used
Fund: 101 GENERAL FUND					
Account Category: Expenditures					
MATERIALS					
734	Subscription Services	350.00	63,359.50	75,250.00	84.20
735	Processing Supplies	4,564.62	19,872.72	29,750.00	66.80
736	Processing Fees	5,848.33	42,056.77	89,000.00	47.25
868	Local History Collection	10,000.00	10,000.00	10,000.00	100.00
MATERIALS		201,687.93	1,432,845.56	2,465,550.00	58.11
SUPPLIES					
740	Office Supplies	5,307.30	47,525.10	85,000.00	55.91
741	Postage Expense	47.50	1,573.44	6,000.00	26.22
776	Janitorial Supplies	1,172.13	9,293.86	19,900.00	46.70
862	Gas-Delivery Vehicles	2,362.59	14,643.25	20,000.00	73.22
SUPPLIES		8,889.52	73,035.65	130,900.00	55.79
PROFESSIONAL SERVICES					
820	Membership Fees	853.00	18,698.62	27,500.00	67.99
822	CONTRACTUAL SERVICES	0.00	2,472.00	2,500.00	98.88
823	Bank Fees & Services	1,466.16	10,387.00	18,000.00	57.71
825	Collection Agency Fees	458.70	3,349.90	6,000.00	55.83
826	Payroll & Print Service	5,058.05	31,588.30	50,000.00	63.18
827	Web Chat Service	895.00	6,265.00	11,000.00	56.95
828	Melcat Delivery Charges	0.00	50,941.24	52,000.00	97.96
829	Tutoring Services	0.00	0.00	3,000.00	0.00
831	Marketing	19,202.41	91,161.44	174,000.00	52.39
832	Programs	4,128.12	50,332.97	116,380.00	43.25
PROFESSIONAL SERVICES		32,061.44	265,196.47	460,380.00	57.60
GOVERNANCE					
805	Legal Services	5,219.42	17,507.42	40,000.00	43.77
806	Per Diem	0.00	240.00	10,000.00	2.40
807	Memberships - Board	0.00	75.83	1,250.00	6.07
808	Conferences - Board	0.00	0.00	7,000.00	0.00
809	Audit	0.00	19,450.00	28,000.00	69.46
GOVERNANCE		5,219.42	37,273.25	86,250.00	43.22
STAFF DEVELOPMENT					
810	Staff Training	4,680.01	29,796.92	58,250.00	51.15
811	Recruiting Expense	0.00	0.00	500.00	0.00
812	Hospitality	0.00	56.83	5,000.00	1.14
813	Employee Recognition	0.00	787.56	5,000.00	15.75
STAFF DEVELOPMENT		4,680.01	30,641.31	68,750.00	44.57
MAINTENANCE AND UTILITIES					
801	Custodial Services	19,892.55	130,876.35	244,580.00	53.51
802	SECURITY SERVICES	18,686.04	117,702.83	163,090.00	72.17
850	Telephone	1,644.00	11,944.10	22,410.00	53.30
864	Vehicle Maintenance - Delivery	62.46	6,041.74	10,000.00	60.42
922	Steam and Gas	1,422.55	81,950.96	116,500.00	70.34
923	Electricity	15,621.70	106,185.66	219,600.00	48.35
924	Water and Sewer	1,425.34	12,057.87	26,400.00	45.67
925	Trash	889.01	5,498.73	9,790.00	56.17
930	Building Maintenance	1,772.74	46,363.62	141,580.00	32.75
MAINTENANCE AND UTILITIES		61,416.39	518,621.86	953,950.00	54.37
OTHER EXPENSE					
861	Local Travel	1,524.59	9,262.19	20,000.00	46.31
955	Millage Income Refund	0.00	1,303.23	60,000.00	2.17
956	Property & Liability Insurance	(3,919.00)	42,291.00	75,000.00	56.39
957	Miscellaneous Expense	412.31	1,760.60	6,000.00	29.34
958	Sales/Use Tax	0.00	0.00	1,000.00	0.00
959	SPECIAL ASSESSMENT & PROPERTY TAX	0.00	15,411.28	17,000.00	90.65
960	Donation Expense Restricted	4,268.88	22,850.07	24,000.00	95.21
961	Donation Expense Unrestricted	596.98	6,306.78	22,500.00	28.03
OTHER EXPENSE		2,883.76	99,185.15	225,500.00	43.98
TECHNOLOGY EXPENSES					
878	Firewall Upgrade Project	0.00	633.44	5,000.00	12.67
895	Internet Access	0.00	4,294.80	17,690.00	24.28
896	Internet Access - Hotspots	2,289.59	31,830.01	56,640.00	56.20
898	Computer System Services	110.51	49,937.16	74,270.00	67.24
905	Computer Software	1,399.77	77,963.18	94,200.00	82.76

BOARD FS FOR CAPITAL AREA DISTRICT LIBRARIES

Balance As of 07/31/2026

*NOTE: Pct Budget does not reflect amounts encumbered.

GL Number	Description	Activity For 07/31/2026	YTD Balance 07/31/2026	2026 Amended Budget	% Bdgt Used
Fund: 101 GENERAL FUND					
Account Category: Expenditures					
TECHNOLOGY EXPENSES					
906	Computer Hardware	3,347.99	15,333.38	51,700.00	29.66
907	LIBRARY SYSTEMS SOFTWARE	0.00	165,700.99	170,650.00	97.10
911	Mobile Training Lab	0.00	0.00	51,000.00	0.00
	TECHNOLOGY EXPENSES	<u>7,147.86</u>	<u>345,692.96</u>	<u>521,150.00</u>	<u>66.33</u>
CAPITAL OUTLAY					
873	Building Upgrades	24,110.00	24,110.00	25,000.00	96.44
917	SECURITY CAMERAS	0.00	0.00	24,020.00	0.00
967	Outreach Projects	7,071.27	26,816.44	70,500.00	38.04
980	Staff Furn & Equipment	(1,936.07)	6,864.93	26,500.00	25.91
982	BUILDINGS	44,123.67	85,789.34	295,238.00	29.06
987	GRANT EXPENSES	0.00	17,624.01	18,000.00	97.91
	CAPITAL OUTLAY	<u>73,368.87</u>	<u>161,204.72</u>	<u>459,258.00</u>	<u>35.10</u>
DEBT SERVICES					
929	SBITA/LEASE PRINCIPAL PAYMENTS	0.00	0.00	255,000.00	0.00
	DEBT SERVICES	<u>0.00</u>	<u>0.00</u>	<u>255,000.00</u>	<u>0.00</u>
DUE TO FUNDS					
969	DUE TO CAPITAL PROJECTS FUND	0.00	0.00	800,000.00	0.00
	DUE TO FUNDS	<u>0.00</u>	<u>0.00</u>	<u>800,000.00</u>	<u>0.00</u>
	Expenditures	<u>1,471,454.52</u>	<u>8,686,527.52</u>	<u>16,955,888.00</u>	<u>51.23</u>
Fund 101 - GENERAL FUND:					
	TOTAL REVENUES	456,581.07	15,927,458.30	16,789,150.00	94.87
	TOTAL EXPENDITURES	<u>1,471,454.52</u>	<u>8,686,527.52</u>	<u>16,955,888.00</u>	<u>51.23</u>
	NET OF REVENUES & EXPENDITURES:	<u>(1,014,873.45)</u>	<u>7,240,930.78</u>	<u>(166,738.00)</u>	

Carefully read the instructions on page 2

This form is issued under authority of MCL Sections 211.24e, 211.34 and 211.34d. Filing is mandatory. Penalty applies

2026 Taxable Value of ALL Properties in the Unit as of 05-26-2026

\$10,165,776,291

For LOCAL School Districts: 2026 Taxable Value excluding Principal Residence, Qualified Agricultural, Qualified Forest, Industrial Personal and Commercial Personal Properties.

This form must be completed for each unit of government for which a property tax is levied. Penalty for non-filing is provided under MCL Sec 211.119. The following tax rates have been authorized for levy on the 2026 tax roll.

[illegible]

Date _____

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2026 for instructions on completing this section.	Total School District Operating
--	---------------------------------

Date _____

[illegible]

Date _____

* Under Truth in Taxation, MCL Section 211.24e, the governing body may decide to levy a rate which will not exceed the maximum authorized rate allowed in column 9. The requirements of MCL 211.24e must be met prior to levying an operating levy which is larger than the base tax rate but not larger than the rate in column 9.

**** IMPORTANT:** See instructions on page 2 regarding where to find the millage rate used in column (5)

Local School District Use Only. Complete if requesting millage to be levied. See STC Bulletin 2 of 2026 for instructions on completing this section.	
Total School District Operating Rates to be Levied (HH/Supp and NH Oper ONLY)	Rate
For Principal Residence, Qualified Ag., Qualified Forest and Industrial Personal	
For Commercial Personal	
For all Other	

Local History Center Tenant Lease Termination
August 26, 2026

RECOMMENDATION:

Approve the Local History Center Lease Termination Agreement as provided by CADL's legal counsel.

BACKGROUND:

When CADL purchased the 2175 University Park Drive property to establish the Local History Center, there was an existing tenant occupying a portion of the building. The lease for the tenant is through April 2027 and CADL took over the lease and landlord obligations upon closing of the property sale. CADL informed the tenant we would not be renewing the lease at the end and if they wanted to leave earlier, we would accommodate that. The tenant has notified CADL they will be moving to a new office space effective September 1, 2026. The library board needs to approve the termination of the lease in order to complete the transaction. CADL will then have possession of the additional space for library purposes.

AGREEMENT TO TERMINATE LEASE

This Agreement is entered into by and between Capital Area District Libraries, a Michigan District Library ("Landlord") and Be Do Have, Inc. d/b/a Home Instead Senior Care, a Michigan corporation with its current registered office at 2175 University Park Dr., Ste 200, Okemos, MI 48864. ("Tenant"), collectively the "Parties," who hereby agree as follows:

WHEREAS,

1. Tenant entered into a Lease for the premises at 2175 University Park Dr., Ste 200, Okemos, MI 48864 on October 16, 2017 with George F. Eyed Family, LLC, **Exhibit A** ("Lease");
2. Following a transfer in ownership Capital Area District Libraries assumed the Lease as Landlord in September 2025;
3. The Parties now seek to terminate the Lease effective August 31, 2026;

THEREFORE, for good and valuable consideration, receipt of which is mutually acknowledged, the Parties agree as follows:

1. **Consideration.** The Parties understand and agree that the promises contained within this Agreement are sufficient consideration for the promises exchanged in this Agreement and the consideration stated herein is contractual; and not mere recital; and all agreements and understandings between the Parties are embodied and expressed herein.
2. **Landlord Access and Re-letting of Premises.** Tenant agrees that Landlord shall have access to the Premises during the remainder of the lease term and prior to the Termination Date for purposes of any necessary repairs, inspections, or re-letting activities.
3. **Surrender and Termination of Rights.** Any rights or interest Tenant had or may have had to the Premises shall terminate at 5:00 p.m. on August 31, 2026 ("Termination Date"). Tenant has the option to extend their occupancy on a per diem basis to allow for additional time for moving. Tenant must notify Landlord in writing both their intent to extend and when they have vacated the Premises. The per diem rate is \$156.62 per day.

Tenant must surrender and fully vacate the Premises, remove all Tenant's personal property and/or trade fixtures, and deliver all keys to the Premises to Landlord by this time. Any property or fixtures remaining after this date and time are agreed to be abandoned. Landlord may sell, discard, or keep such personal property and trade fixtures as it deems appropriate in its sole discretion. Tenant must reimburse all expenses paid or incurred by Landlord in connection with removing Tenant's personal property and trade fixtures immediately upon demand.

4. **Condition of Premises on Surrender.** Tenant must surrender the Premises broom clean and in the same condition as on the Commencement Date, with all appliances, fixtures, and

other Landlord-owned property in the same working order as the beginning of the Lease Agreement, reasonable wear and tear excepted.

Tenant shall at Tenant's expense remove all property of Tenant, repair all damage to the Premises caused by such removal and restore the Premises to the condition in which they were prior to the installation of the articles so removed. Any property not so removed at the expiration or termination of the Lease term shall be deemed to have been abandoned by Tenant and may be retained or disposed of by Landlord as Landlord shall desire without any liability to Tenant and Tenant hereby expressly waives and releases all claims against Landlord therefor.

If the Tenant shall vacate or abandon the Premises and leave any personal property either in the Premises or anywhere about the building, or its grounds then such property shall be deemed abandoned by the Tenant. Such abandonment shall work as an "intent to abandon" said property by Tenant, and Tenant agrees that no bailment situation shall exist between Landlord and Tenant in respect to such property. Landlord shall have the right and privilege to convert said abandoned property to his own use, without having to pay, offset or reimburse Tenant for the same. Tenant hereby waives any and all claims against Landlord that might arise out of said actions. If there is any cost for disposal of abandoned property, Tenant shall pay Landlord for such expense upon demand.

5. **Release of Obligations.** Upon surrender and termination, each Tenant and Landlord is released from any obligations under the Lease, except (i) those obligations outlined herein, (ii) any obligations that accrued prior to the Termination Date including, but not limited to, payment of rent through the Termination Date, reimbursement for damages, and outstanding utility charges, and (iii) all obligations in the Lease which continued termination.
6. **Final Inspection and Damages.** Landlord will conduct a final inspection of the Premises after Tenant has vacated. If any damage is found, Landlord will provide Tenant with a written statement itemizing the damages within 60 days. Landlord shall repair any damage to the Premises and any costs necessary to restore the Premises to the designated condition at Tenant's sole expense. Tenant shall pay Landlord for such damages immediately upon demand.
7. **Security Deposit.** Tenant agrees acknowledges that it paid a Security Deposit of \$4,405.00, and that this amount may be used to satisfy first any damages to the Premises and second to the outstanding Financial Obligations owed to CADL under paragraph 9 of this Agreement and as such, there are no sums for Landlord to return to Tenant. Tenant agrees this Agreement satisfies any obligation Landlord has to Tenant under Michigan law.
8. **Outstanding Charges.** Tenant agrees to pay any outstanding rent, utilities, or other expenses related to the Premises that Tenant was obligated to pay under the Lease that have not been paid up through the Termination Date.

9. **Additional Financial Obligation.** Tenant has an outstanding debt for utilities from a previous lease that was part of an agreed upon settlement. The outstanding amount is \$3,317.27.

10. **Release of Liability and Waiver of Claims.** Tenant warrants and represents that it has full knowledge of all the facts concerning any and all claims it has and may have against Landlord and warrants and represents that it alone owns the claims being released and discharged herein and that it has the express authority to enter into this Agreement. Tenant expressly warrants and represents that none of the claims released herein have been assigned to any other person or entity. By signing this Agreement Tenant agrees to fully release and forever discharge, defend, hold harmless, and indemnify Landlord and each of its members, employees, agents, representatives, and/or affiliates from any and all demands and claims of any kind of Tenant and/or each of its members, employees, agents, representatives, or affiliates from the beginning of time to September 30, 2026.

Tenant irrevocably and unconditionally agrees this Agreement completely and fully waives, resolves, discharges, and releases any and all actual or potential claims, demands, actions, causes of action, suits, liabilities, costs, expenses, damages, and obligations of any kind, past, present, and future, whether at law or in equity, known or unknown, of any kind that Tenant and each of its members, employees, agents, representatives, and/or affiliates has or may have against Landlord and each of its members, employees, agents, representatives, and/or affiliates from the beginning of time through September 30, 2026. This comprehensive release extends to all conceivable theories, claims, and actions, whether in contract, tort, negligence, or any other legal or equitable basis, hereby establishing a perpetual and irrevocable bar against any such claims.

11. **Indemnification.** Tenant agrees to indemnify, defend, and hold Landlord harmless from actual or potential claims, demands, actions, causes of action, suits, liabilities, costs, expenses, damages, and obligations of any kind, past, present, and future, whether at law or in equity, known or unknown, of any kind arising from Tenant's use of the Premises during the Lease Term.

12. **Tenant Forwarding Address.** Tenant's forwarding address for all further communications is:

13. **Non-Renewal Acknowledgement.** Tenant acknowledges that this Agreement is a final and binding resolution of the Lease Agreement and Addendum and that there will be no renewal or extension of the lease after the Termination Date.

14. **Default and Remedies.** Time is of the essence with respect to all provisions of this

Agreement. Any failure by Tenant to meet deadlines specified in this Agreement will be considered a default. If Tenant fails to vacate the Premises by the Termination Date, or fails to comply with the terms of this Agreement, the Tenant shall be in default. Landlord may take any and all legal actions available under this Agreement, the original Lease Agreement, and/or Michigan law, including but not limited to eviction proceedings, collection of unpaid rent, and/or seeking damages.

15. **Survival.** The provisions of this Agreement that by their nature are intended to survive the termination or expiration of the Lease, including but not limited to the indemnification (Article 10 of the Lease), and payment obligations, shall survive the Termination Date.
16. **Governing Law.** This Agreement shall be interpreted in accordance with, and governed by the laws of, the State of Michigan. Any disputes shall be heard in the Ingham County Circuit Court, and all Parties waive any claim of venue or forum non conveniens.
17. **Attorney's Fees and Costs.** In the event of any legal action arising out of or related to this Agreement, the prevailing party shall be entitled to recover from the non-prevailing party reasonable attorney's fees, court costs, and any other costs incurred.
18. **Complete Agreement.** The parties acknowledge that they are satisfied with all the terms, conditions, obligations, and responsibilities contained in this Agreement, that no other representations, warranties, guaranties, or promises, either written or oral, have been made to them or their counsel to either induce or coerce them to accept and sign this Agreement, and that the terms contained in this Agreement are all the terms agreed upon by the Parties.
19. **Amendment.** This Agreement may not be amended or modified, except in writing, signed by both the Landlord and the Tenant. Any oral agreements or promises are not binding.
20. **Severability.** If any provision of this Agreement is found to be invalid or unenforceable by a court of competent jurisdiction, such invalidity shall not affect the validity of the remaining provisions of this Agreement, which shall remain in full force and effect unless doing so would frustrate the purpose of the Agreement.
21. **Counterparts/Signatures.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Signatures may be effectuated by email, docusign, or other electronic means. Each such signature, however so executed, is intended to authenticate this writing and to have the same force and effect as manual, handwritten ink signatures.

SIGNATURES ON NEXT PAGE

Be Do Have, Inc. d/b/a Home Instead
Senior Care
By: _____
Its: _____
Dated: _____

Capital Area District Libraries

By: Quinn O'Donnell
Its: Chair
Dated: _____

By: Debora Bloomquist
Its: Secretary
Dated: _____

DAR Historic Preservation Grant

August 26, 2026

RECOMMENDATION:

Apply for a \$10,000 matching grant from the Daughters of the American Revolution in support of the continued digitization of Local History's Stebbins Real Estate Collection "Standard Card Files" series. The grant application is due on October 31, 2026. The matching funds would be included in the 2027 budget.

BACKGROUND:

The DAR Historic Preservation Grants provide financial assistance for projects that preserve historic records, objects and sites. Examples include restoration of historic buildings; digitization or preservation of documents/records; preservation of historic items/artifacts; restoration, rededication or relocation of existing historical site markers; cemetery headstone and monument conservation. Projects from all eras and chapters of American history are eligible to apply.

The Local History Center at CADL holds a unique resource in the Stebbins Real Estate Collection. This group of materials was compiled by the Stebbins family, who operated the Advance Realty Company in Lansing from the late 1920s to the early 1970s, and was also heavily involved in the Greater Lansing Board of Realtors, local development, and other civic and business activities. This collection includes files for residential, commercial, and rural properties throughout the greater Lansing and Ingham County area. It has long been a well-known and popular resource in the community.

The Standard Card Files series of the collection contains a mix of typed and written index cards, written notes and drawings, newspaper clippings, photographs, negatives, correspondence, and even occasional house keys. There are some 300 boxes in this series, averaging about 175 addresses per box (52,500 estimated total). We have previously only been able to digitize individual addresses on demand for researchers, and not always to any consistent standard. To date, with a combination of two previous LOM/LSTA grants, CADL general funds, a grant from a library network, and a gift from a community member, we will have completed digitization of approximately 220 boxes. We have also cataloged over 10,500 addresses for public access on Local History Online.

With grant funds plus an equal CADL match (total of \$20,000), we will continue to work with an established vendor to digitize approximately 60 more boxes of the collection, leaving us with less than 20 boxes to complete the digitization. We will also continue to apply consistent, appropriate digitization standards to every item in the collection. In addition to cataloging and hosting the digitized materials on Local History Online, this collection will also be shared online

as part of Michigan Memories and the Digital Public Library of America (DPLA). All digital materials created will also be preserved as part of the Michigan Digital Preservation Network.

Since 2017 when detailed statistics began being collected, the Stebbins collection has represented 20 percent of our total reference requests. Our users for this collection are a mix of homeowners and property development groups who often must visit the library to view the collections in person and wait for staff to digitize materials on demand. With more sustained effort to complete the collection, and expanded marketing efforts, we expect these materials to be very popular.

CAPITAL AREA DISTRICT LIBRARIES
SER 101 MATERIALS SELECTION POLICY
MAY 27, 2026

I. Selection of Library Materials

I.1 Mission Statement

Empowering our diverse communities to learn, imagine and connect.

CADL achieves its mission by providing free and unrestricted access to informational, educational, cultural, and recreational library materials and services.

I.2 Purpose

CADL subscribes to the selection principles for books and other library resources contained in the Library Bill of Rights adopted by the American Library Association, and the Freedom to Read Statement endorsed by the American Library Association Council and the American Book Publisher's Council.

Written collection development guidelines enhance our service to patrons by:

- providing specific guidance for selection of library materials
- assigning the responsibility for selection
- determining levels of access for library materials
- providing criteria for accepting gift titles
- defining the basis for collection maintenance decisions

To implement these goals, CADL recognizes that American democracy functions only if the full range of human ideas is accessible to all people regardless of age, ethnic background, religious, or personal beliefs. Capital Area District Libraries will aim to provide a general collection of materials embracing a wide range of knowledge and recreation. The collection will include books, media, technology, and other items to aid in meeting the needs of its communities.

Thus the library collection, protected by the First Amendment and embodied in the Library Bill of Rights, is a marketplace of ideas which are contained in varied and divergent materials and formats.

I.3 Objectives Of Selection

The objectives of selection are to meet the educational, recreational and cultural needs of the library's service areas. All materials added to the collection shall be judged on the content as a whole, not by detached excerpts or portions thereof.

Demand and use are key factors in the development of the general collection, with due regard for variations in educational level, reading interest, and users' special needs. Every effort is made to represent all sides of controversial issues.

Materials will be selected on the basis of anticipated or expressed popular demand, educational or literary merit, and/or cultural value.

Within the framework of these broad objectives, selection is based more specifically on the particular needs and interests of the children and adults in the individual communities the library serves. In order to determine these interests, periodically the staff will analyze circulation and usage information which may include patron needs assessment, focus groups, and community demographics.

I.4 Responsibility For Selection

Material selection is accomplished under the policies adopted by the Board. The authority for selection of all print and non-print materials lies with the Executive Director who may delegate the responsibility to staff members who are qualified by education, training, or experience.

I.5 Selection Criteria

Selection is an interpretive process, involving knowledge of the materials in the collection, an awareness of current materials available on the subject, use of reviews, and recognition of the needs of the community. Materials will be selected by applying the selection criteria herein. The Library recognizes the importance of both basic items of permanent value and timely materials in which the public expresses interest. In providing the latter, CADL may purchase materials in quantity for mass use.

It is not possible for any library to acquire all the materials that the public would need or want. No single criterion is applicable to all selection decisions. Factors to be considered in adding adult and children's materials to CADL's library collection include the following:

- Present and planned collection composition
- Present and anticipated relevance to community needs and/or demand
- Collection development objectives
- Scarcity of material on the subject, both in the collection and in publication generally
- Reputation and significance of the author, title, subject, or publisher.
- Materials by popular authors or creators
- Currency and accuracy
- Timeliness or permanence of the material
- Intended audience
- Literary significance and merit of subject, author, or title
- Diversity of viewpoint
- Quality and reliability of the information
- Skill, competence, and purpose of the author
- Effectiveness of the format in conveying information
- Space and budget considerations
- Availability of special materials in other library collections in the area
- Attention from professional journals or other reliable reviewing sources
- The anticipated long-term use for an item

- The number of similar items already in the collection
- Physical quality
- Cost of material

All requests from patrons for specific titles or subjects will be considered. Materials which are requested infrequently may be supplied through other means such as MeLCat.

Titles published by a small press or self-published by the author are subject to the same selection criteria used for evaluating all items for the library's collection.

Selection of digital content can vary among the vendors who supply digital content to the library. In instances when individual title selection is not available, selection of the service will be based upon the reputation and overall content offerings of the vendor.

No materials shall be excluded because of the origin, background, race, nationality, religion, or the political or social views of the author or anyone contributing to the creation of the material.

Due to the unique nature and limited size and scope of the Library of Things collection, application of selection criteria may vary from other parts of the collection. Factors such as cost, circumstances of use and technical criteria may take precedence.

I.6 Policy On Controversial Materials

The Library recognizes that many materials are controversial and that any given item may offend some patrons. Since the Library does not promote particular beliefs or views, the collection inevitably will contain various positions, including unpopular or unorthodox positions. The presence of an item in the library does not indicate any endorsement of its content by the Library. Selection of materials will not be made on the basis of anticipated approval or disapproval, but on principles stated in this policy. Selections will be made solely on the merits of the work in relation to the building of the collections and serving the interests of readers in the Library's service area and not on the basis of any anticipated or actual approval or disapproval by individuals or groups.

The Library distinguishes between materials that are controversial and those that may be illegal such as materials which are obscene. CADL will abide by the Constitutions of the United States, and the State of Michigan, the laws of the United States, State of Michigan and the communities which the library serves. Compliance with these laws will also guide staff in the selection of all materials.

CADL considers reading, listening, and viewing materials to be individual, private matters and believes that full, confidential, and unrestricted access to information is essential for all patrons to exercise their constitutional rights. Responsibility for choosing what materials an individual will view, read, or consume rests with the individual. Although the staff exercises professional judgment in the selection of all

materials, the responsibility for a minor child's use of library materials rests with their parents and/or legal guardians as more fully set forth in SER 102.

1.7 Request for Re-evaluation of Library Materials

Patrons who wish to register a formal complaint about a particular item in the library, may do so by submitting a "Request for Re-evaluation of Library Materials" form to branch staff who will forward the request to the Selection Specialist. The Selection Specialist will respond in writing.

Patrons who are not satisfied with the response may request that the Executive Director review their request. The Executive Director or designee will respond in writing.

Patrons who are still not satisfied with the response may request that the Board review their request. The decision of the Board is final.

2. Procedures for Selection of Library Materials

2.1 Selection Aids

The primary sources of information about potential library materials are the lists, selections and reviews found in library journals and authoritative online resources. The Capital Area District Libraries' Librarians rely on such resources as Library Journal, School Library Journal, Booklist, Publisher's Weekly, and Billboard to assist with selecting print, electronic, and audio-visual materials. Other selection resources may be used for specific subject areas, such as publishers' catalogs, popular periodicals, format specific review periodicals, newspaper reviews, bibliographies and web-based review sources.

2.2 Outside Recommendation Procedures

All requests from patrons or staff for specific materials, titles or subjects will be seriously considered. A form is available for this purpose. All purchases will be within the selection guidelines of Capital Area District Libraries' Materials Selection Policy.

2.3 Gifts

The Library will encourage and accept gifts with the explicit understanding that all materials donated to CADL become the property of the library without restrictions.

The Library makes the final decision on the use, display, housing, withdrawal, and other disposition of all donated materials. All materials, whether purchased or donated, may be integrated into the CADL collection if they meet the selection criteria outlined in this policy. Donations which cannot be added to the collection may be given to the Friends of the Library for sale to the public.

The Library does not assess the value of donations for tax purposes. However, a form can be completed by the library staff verifying the donation.

Gifts of money are accepted by Capital Area District Libraries. The materials acquired with these funds must meet the selection guidelines. The donor, or in the case of memorial money, the family, may be consulted for suggestions or recommendations of purchased materials. Memorial gifts are acknowledged, and materials are identified with a book plate.

2.4 Special Collections And Concerns

Specialized materials of limited community interest will not ordinarily be purchased. Referral to MelCat or other library collections will be used to supply patrons with these materials. Supplementary materials for students and information for specialists are provided in a limited number of fields, but the library takes cognizance of and avoids unnecessary duplication in subject areas which are the special prerogative of other community resources.

2.5 Reference Collection

The Capital Area District Libraries' collection of reference books and databases contains material representative of all fields of knowledge and both serve as the foundation for our reference service. Special emphasis is placed upon a few particular areas in response to strong usage and demand such as business-related information, consumer health, demographics, literature, and multi-cultural materials. Currency of materials is of primary concern in this collection, although much historical material is also retained for balance and for retrospective searching.

2.6 Local History

Each branch of Capital Area District Libraries houses some local history material for their area.

The Local History collection housed at the Local History Center serves as a major source of historical materials about Lansing and Ingham County. The collection contains reference sources encompassing both published and unpublished works, some of them rare, that record, interpret or portray the history and development of the Greater Lansing community. Special attention has been given to acquiring materials about the communities this library serves including materials about the automobile industry, architectural and family histories, and some materials about the tri-county region, surrounding communities, the Great Lakes, the Old Northwest Territory, and selected works about Michigan as a territory and state.

This collection, much of which has been donated, contains books, pamphlets, reports, documents, periodicals, maps, photographs, architectural drawings, archives, manuscripts, and ephemera. All formats are represented – digital, microform, audio, video, and a limited number of three-dimensional artifacts.

3. **Collection Maintenance: Evaluation and Review of Existing Materials**

3.1 Withdrawal Of Library Materials

Materials purchased and placed in the library collection may over time lose their value to the collection and library users. CADL staff must consider CADL's Statement of Purpose and these guidelines before withdrawing any material from the collection that is not in poor physical condition or obviously out of date. Library materials need to be continually evaluated for their usefulness and may be "de-selected" under the following guidelines:

1. Materials are physically damaged or worn out.
2. Information contained in materials may be inaccurate or outdated.
3. Duplicate copies of titles may no longer be needed.
4. Materials have not circulated for a designated period of time.
5. Materials that have been superseded by a new edition or better work on the same subject.
6. Physical limitations of space available.

All library materials withdrawn will be removed from the library's records and clearly marked as withdrawn.

3.2 Replacement of Library Materials

Worn out or outdated materials may be replaced by new materials, either in the same format or in a different format. Different titles may be substituted if exact replacement is not possible. Not all withdrawn materials are replaced.

4. **Disposal of Withdrawn Materials**

4.1 Withdrawn materials will be disposed of as follows:

1. Inaccurate or Outdated Materials - These materials will be disposed of in a manner that precludes their future use. They may be recycled, shredded, put in the garbage, taken to a landfill, etc. Some items, such as newspapers, are recycled if possible.
2. Poor Physical Condition - Depending on the condition of the item, these materials may be recycled, put in the garbage, sold, or donated to qualified organizations. Materials damaged in the circulation process will become the property of the patron if the patron pays for the item.
3. Duplicate copies of materials or materials that are not being used - Materials withdrawn for these reasons may be sold, donated to qualified organizations or recycled.

Withdrawn materials may be donated to Library Friends organizations for sale in Friends Book Sales. They may also be donated to other libraries or to non-profit or governmental organizations such as childcare centers, senior centers, detention facilities, etc. Materials will not be donated to individuals or for-profit organizations.

CAPITAL AREA DISTRICT LIBRARIES
SER 102 CIRCULATION POLICY
MARCH 25, 2026

I. Mission Statement –

Mission Statement:

Empowering our diverse communities to learn, imagine and connect.

2. Philosophy –Capital Area District Libraries subscribes to the American Library Association Code of Ethics, the Library Bill of Rights, and the American Library Association’s Freedom to Read Statement and associated policies.

The following policies are intended to give all members of the public equal and fair access to the library’s collections. The library provides open access to all materials and services of the library.

Library policies are covered by the Elliott-Larsen Civil Rights Act, PA 453 of 1976 as last amended which recognizes the opportunity to obtain public service “without discrimination because of religion, race, color, national origin, age, sex, height, weight, familial status, or marital status” as a civil right. CADL is also committed to providing public service without discrimination based on gender identity or expression or sexual orientation.

3. Access to Materials

CADL and its board considers reading, listening, and viewing library materials to be individual, private matters and believes that full, confidential, and unrestricted access to information is essential for all patrons to exercise their constitutional rights. CADL will not, either directly or indirectly, ban or censor any material. The presence of an item in the library does not indicate any endorsement of its content by CADL.

CADL affirms, adopts, and will act consistent with the American Library Association’s Library Bill of rights, the Freedom to Read Statement, and the Freedom to View statement. Consistent with the American Library Association, CADL adopts and will abide by the following:

“The mission, goals, and objectives of libraries cannot authorize libraries and their governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents and guardians. As “Libraries: an American value” states, “we affirm the responsibility and the right of all parents and guardians to guide their own children’s use of the library and its resources and services.

Libraries and their governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Libraries and their governing bodies shall ensure that only parents and guardians

have the right and the responsibility to determine their children's—and only their children's—access to library resources. Parents and guardians who do not want their children to have access to specific library services, materials, or facilities should so advise their own children. Libraries and library governing bodies should not use rating systems to inhibit a minor's access to materials.

Libraries and their governing bodies have a legal and professional obligation to ensure that all members of the communities they serve have free and equitable access to a diverse range of library resources and services that is inclusive, regardless of content, approach, or format. This principle of library service applies equally to all users, minors as well as adults. Lack of access to information can be harmful to minors. Libraries and their governing bodies must uphold this principle in order to provide adequate and effective service to minors.”

(Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights. Adopted June 30, 1972, by the ALA Council; amended July 1, 1981; July 3, 1991; June 30, 2004; July 2, 2008 *under previous name* “Free Access to Libraries for Minors”; July 1, 2014; and June 25, 2019.)

4. Library Cards – Library patrons must have a Capital Area District Libraries card to check out materials and use public computers. Library patrons must use their personal Capital Area District Libraries card to sign up for CADL public access computers. Only individuals and organizations with full-service Capital Area District Libraries cards may reserve meeting room space in CADL libraries.

Library Cards are not required to enter the library, use library materials in the library, attend programs and events, or use the Guest Pass computers.

- 4.1 Full-Service Library Card – A full-service Library Card may be issued for a period of four years at no charge to the following types of users:
 - Residents: Any person who lives (and continues to live) within the Capital Area District Libraries service area.
 - Property Owners: Any person who owns (and continues to own) property within the Capital Area District Libraries service area.
 - Resident Businesses and Institutions: Businesses and Institutions located within Capital Area District Libraries service area are eligible for one card per business or organization. Applications from Businesses and Institutions must be approved by the Collection Development Director or Designee.
 - Library Employees: Employees of Capital Area District Libraries are eligible for a library card at no charge until their employment is terminated.
- 4.2 Youth One Card – A Youth One Card may be issued to children under 18 years of age who are able to provide their name, home address, telephone number, and date of birth. Youth (Resident) and Youth One Cards are issued for a period of four years or until one month after the patron's 18th birthday, whichever comes first. If there is a question as to whether the information on the application is accurate, staff members may request identification. The Youth One Card may be

used to check out one book or one magazine. Youth One Cards do provide access to CADL's digital collections. A-V material is not included. When the book or magazine is returned, the child may borrow another book or magazine. a Youth One card may be issued if the child does not have a library card or if the child's library card is expired. Youth One Cards may be used for in library computer access. Youth One Cards are not issued or renewed for members with Student Success cards.

- 4.3 Student Success Card – Student Success cards are issued by special arrangement with school districts who have agreed to share public directory information and signed a memorandum of understanding participating in the Student Success Initiative. All agreed upon students in the district will be issued a Student Success card, even if they already have a CADL card of any type or status. Parents and legal guardians may choose to opt their student out. The Student Success card may be a library-issued card, or use a student ID or other identifying number, based on the memorandum of understanding. The Student Success card may be used to check out five items, including books, magazines, and audiobooks. Music CDs, DVDs, BluRays, and Library of Things items are not included. It also provides access to digital collections and library public computers. Parents or legal guardians are responsible for returning items.
- 4.4 Temporary Digital Library Card – New library users may register online for a temporary digital library card that allows access to designated online services. Patrons with a temporary digital card may not check out physical items, use MeLCat, use public computers, reserve meeting rooms, or place holds on more than 3 CADL items. The holder of a temporary card must visit the library or verify online within 21 days of the date of the online application, with photo identification and proof of current addresses, to get a regular full-service library card. New paid non-resident memberships must be obtained by visiting the library. Digital library cards not converted to full-service library cards within 21 days will be cancelled, including any holds placed with the digital card.
- 4.5 the library network (tln) reciprocal borrowing – library users who are valid members of other tln libraries that offer reciprocal borrowing may be issued an account for one year allowing them to borrow cadl regular demand items including books, audiobooks, music cds, blurays and dvds. high demand, library of things and digital items are not included. new users are required to present their home library card in addition to identification as described below. tln reciprocal borrowers use their home library card to check out.
- 4.6 Memberships – People who do not qualify for a regular library card may purchase an Individual Library Membership for a non-refundable yearly fee of \$50 or \$75 for a Parent/Child Membership, or a non-refundable 6-month fee of \$25 for an individual or \$37.50 for a parent/child membership. An individual membership qualifies the person for an individual full-service library card. The Parent/Child Membership qualifies one adult for a full-service library card as well as individual full-service library cards for each child under 18 years of age and for whom the

adult is the parent or legal guardian. All cards issued as part of a Parent/Child Membership will have the same expiration date as that of the first card in the Parent/Child Membership.

Full-service membership entitles library patrons to borrow all materials and use all services subject to the same rules and regulations as resident full-service card holders.

Other Requirements

- Applicants under the age of 18: For applicants under the age of eighteen (18), a parent or legal guardian must be present with the applicant, present valid picture identification as outlined below, and sign the application. Parents or guardians are responsible for all items checked out on their children's cards.
- New Card Applications - Outstanding Charges for Minor Children: Individuals who are applying for a new library card and who are the signing parent for a child who owes \$10.00 or more must reduce the amount owed by the child to less than \$10.00 in order to be eligible for a new library card.

- 4.7 Library Card Renewals – Outstanding Charges: Individuals with charges/fines of \$10.00 or more on their account must pay the charges/fines down to less than \$10.00 in order to renew their library card. In addition, individuals who are the signing parent for a child who owes \$10.00 or more must reduce the amount owed by the child to less than \$10.00 in order to be eligible to renew their own library card.

Patrons may request a one-time 21-day extension if their library card is expired or close to expiring.

- 4.8 Identification – Applicants for library cards must show picture identification or an official birth certificate copy with seal, proof of current residential address, and provide their date of birth. Applicants may be required to provide proof of date of birth. For applicants under the age of eighteen (18), a parent or legal guardian must be present with the applicant and present picture identification. When the library card expires, borrowers will be asked to verify their address. The Library may, at any time before the expiration date, require that current address identification be shown; so borrowers should bring identification in addition to their library card. The library may confirm identity and/or address using a commercial address verification service in lieu of requesting identification and/or proof of address for online registrations and renewals.

- 4.9 Lost Cards – In the event of a lost or stolen card, the patron is responsible for notifying the Library immediately. The library assumes that the person using a library card is the owner of that card or has the permission of the owner to use the card.

Until the Library is notified of a lost or stolen card, a library card is valid and its owner is responsible for all use of the card and for any lost or overdue materials and fees incurred. In case of children under age 18, the parent or legal guardian who signed the library card application is the responsible party.

In order to obtain a replacement library card, patrons must produce identification.

- 4.10 Borrowing Materials – Library users must present their library cards at time of check out. Adults who have forgotten their library card may check out materials by presenting photo identification, except for items in the Library of Things collection. For items in the Library of Things collection, adults must present their library card and valid government-issued photo ID.

Children who do not have their library card may not check out materials, except as noted in a memorandum of understanding for Student Success cards, when they must be able to provide the information identifying their school account.

All items are due on the specified due date.

Patrons borrow and use audiovisual materials at their own risk. Capital Area District Libraries is not responsible for patron audiovisual equipment malfunction or damage.

- 4.11 User Agreement – By signing a library card application, patrons acknowledge that they are subject to the circulation policies, procedures and rules of Capital Area District Libraries. Library staff members and Library Board members are subject to all provisions of this circulation policy.

5. Revocation of Privileges – Patrons who have an item 10 or more days overdue will have borrowing privileges for all physical materials suspended until the item is returned, the charge for the lost material is paid, or the amount due on the patron's record is less than \$10.

Patrons who have accumulated \$10.00 or more in fees or charges for lost materials will have their borrowing privileges for all physical materials suspended until the amount due on their account is less than \$10.00. Patrons who have been referred to the collection agency will have their borrowing privileges suspended until all charges related to the collection agency referral have been paid in full, even if their account balance is less than \$10.00.

Borrowing of physical items may be suspended when items on loan to a patron have been returned with evidence of pests that are known to be damaging to library materials or that can result in pest infestations in library facilities, including, but not limited to: roaches, silver fish, some types of beetles and bed bugs. Suspension of borrowing privileges will be lifted after the patron presents proof of treatment by a licensed pest control company. Patrons may be asked to return

items to a staffed desk for six months following treatment. Borrowing of digital items may not be affected.

6. Lost and Damaged Materials – For lost materials or materials damaged beyond use, patrons will be charged the current list price and a \$5.00 processing fee. Damaged materials may include items returned with evidence of pest infestation as described under 5. *Revocation of Privileges*.

If the item is out of print or no longer available, patrons will be charged a default price based on the average list price for that type of material. Charges for damaged or missing materials and/or containers will be set by the Executive Director. This policy will apply to all materials including materials borrowed from another library via MeLCat or through interlibrary loan.

7. “Claims Returned” Items – When a patron believes an item has been returned, its status will be updated to “Claims Returned” in the patron account, and a search will be initiated for the item. It is expected that the patron will continue to look for the material while the library searches for it. Notices will not be sent. If the item is not located within 6 months, it will be declared lost. The library will assume responsibility for two Claims Returned items. The patron will be responsible for additional Claims Returned items. Patrons cannot use a Claims Returned on an item in the Library of Things collection.
8. Billed Items – Based on the library’s Code of Conduct policy, failure to return CADL property constitutes larceny, and CADL has the right to report these matters to the appropriate authorities. Failure to return CADL property or to pay replacement costs may result in criminal charges.
9. Collection Agency – Patrons with amounts due of \$40 or more and exceeding 60 days will be referred to a collection agency within the sole discretion of CADL.
10. Bankruptcy – Capital Area District Libraries will comply with Discharge of Debtor orders from bankruptcy courts where CADL has been listed as a creditor. Patrons who have filed for bankruptcy listing CADL as a creditor and who have received a Discharge of Debtor order must provide a copy of the Discharge of Debtor order to CADL. After being presented with the Discharge of Debtor order, outstanding balances for damaged or unreturned materials will be removed from the patron’s account and the accounts of minor children for whom they are the signing parent, provided the charges were incurred prior to the date of the bankruptcy filing.
11. Procedures – The Executive Director may establish any procedures needed to implement this policy.
12. Extenuating Circumstances – Occasionally situations arise when exceptions need to be made for unusual circumstances. In those cases the Head Librarian, Associate Director, or the Executive Director may interpret these rules and authorize exceptions as needed.

CAPITAL AREA DISTRICT LIBRARIES
SER 106: ARRANGEMENT, LABELING, AND ACCESS
AUGUST 16, 2017

1. Mission - Empowering our diverse communities to learn, imagine and connect.
2. Purpose - To implement this mission, library materials are arranged and labeled in the best manner to:
 - assist patrons in locating needed materials,
 - publicize a special collection of materials, and
 - protect rare, fragile, valuable, and/or frequently stolen materials.
3. Children's Collection - The Library strives to create a friendly environment that will encourage children to become life-long readers and library users by providing a special children's area at each location. The children's area will include children's fiction, DVDs, music, audio books, and other materials of special interest to children.
4. Non-Fiction - Circulating non-fiction materials may be combined in one collection or separated into adult and juvenile collections depending on the needs of the local community.
5. Viewpoint Neutral Arrangements and Labeling - The Library uses viewpoint-neutral directional aids (labels and special arrangements of materials) that save the time of users. Prejudicial labels and arrangements designed to warn, discourage, or prohibit users or certain groups of users are not used.
6. Access - In support of a democratic society, the Library provides access to all points of view on current and historical issues. No item in the library collection will be sequestered, except for the express purpose of protecting it from injury or theft. Sequestering materials -- hiding them from display -- interferes with potential user's access by presenting barriers and subjecting the library client to unnecessary scrutiny.

CAPITAL AREA DISTRICT LIBRARIES
SER 110 CADL CARES POLICY
SEPTEMBER 24, 2025

As a public service organization, CADL works to improve the lives in our communities by creating exceptional library service. CADL Cares is an effort to further this by coordinating staff volunteer efforts in addition to our regular outreach programs.

The CADL Cares Committee will consist of the Assistant Director, the Marketing Director and the Human Resources Director as well as at least two representatives from the branch libraries. The committee, along with the Executive Director, will be responsible for overseeing this policy.

The CADL Cares Committee will also select activities annually for staff to participate in which are either state-wide library initiatives or locally organized efforts to improve our community. Activities selected will be coordinated by CADL employees and promoted centrally by the Marketing Department on paid time.

The CADL Cares Committee may organize efforts outside of the library (walks, clean ups, Habitat for Humanity, etc.) for staff members to participate in. Any volunteer activities done outside the library must be completed on an employee's own time and not on work time.